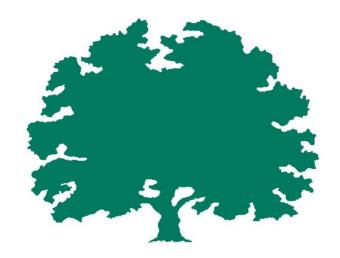
City of Woodland

Community Development Department

Instruction for Filing Minor Design Review



520 Court Street * Woodland California * 95695

INSTRUCTIONS FOR MINOR DESIGN REVIEW

Draft 8-18-10

PURPOSE:

The design review process ensures that new development will conform to applicable Specific Plans, Community Design Standards General Plan Policies, City Codes and project Conditions of Approval. Through these development standards, the City tries to promote attractive, compatible architectural design, protect views and preserve natural landforms and existing vegetation.

WHEN REQUIRED:

Design review is required for all new commercial, industrial, public construction projects, for exterior modifications or additions to existing buildings (including building color modification, or rebranding, and significant sign modifications), for new multi-family and duplex projects (2 or more units) and for single family projects when an entitlement is required from the City (CUP, ZAP, Tentative Map, Lot Line Adjustment, Variance).

Design review is conducted by staff for projects that do not require Planning Commission approval. The planning staff will review projects submitted for design review and will either approve the project as submitted or with conditions. If the project requires Planning Commission or City Council approval, then staff will provide the governing body with a staff report and recommendation related to applicable design review issues.

Information on the design review process for single-family projects of 10 or more units may be found in a separate sheet entitled, Single-Family Residential Design Review. Information for projects requiring Planning Commission review may be found in a separate hand out entitled, Instructions for Filing Design Review Applications.

PRE-APPLICATION REVIEW:

Design review consists of two steps. The first is pre-application review between the project sponsor and planning staff to discuss design standards and to establish design criteria applicable to the site and use. The second step is actual review of the project with a decision made by the Community Development Director. Pre-application review between the project sponsor and planning staff is always encouraged in order to discuss applicable City codes and development standards. Applicants are also strongly encouraged to meet with members of the Public Works and Fire Departments during the pre-application process to identify pertinent issues. The Planning Department staff will work with applicants to set up joint meetings between the various departments involved in design review.

An appointment can be made for pre-application review of your project with City staff. By meeting with staff early in the review process, many issues can be resolved which would otherwise cause later delays. The level of design review (staff or Planning Commission Design Review) and any additional permits that may be required (such as a variance or use permit) can be determined at this time. Information on pre-application review can be obtained from any of the staff planners.

APPLICATION:

The submittal requirements for design review are listed on the reverse side. Five sets of all items must be submitted. If you have any questions regarding a submittal, contact the Planning Department for assistance. Once submitted, the plans will be reviewed for completeness. You will be contacted if additional information is required. All sets of plans should be prefolded to an 8 1/2" by 11" size.

ENVIRONMENTAL REVIEW:

The California Environmental Quality Act requires that certain site plan review applications undergo environmental review. You will be informed if such review is required for your application. A separate "Environmental Review" handout contains additional submittal requirements.

ACTION:

Once an application is determined to be complete, it is formally accepted. Copies of the application are sent to review agencies and departments. No public meeting is required for design review by the Community Development Director. Plans are reviewed by a staff member, who recommends approval, conditional approval, or disapproval of the plans. The Community Development Director's decision is made within 30 working days of the acceptance of an application as complete and following the completion of any necessary environmental review. A copy of the Director's action is mailed to the applicant following the decision.

The Community Development Director's decisions are final unless appealed within 10 calendar days of the date of action. Community Development Director decisions may be appealed to the Planning Commission. Information on appeals may be found in a separate information sheet. An approved project may not commence construction until the close of the appeal period, and until all applicable permit approvals have been secured. Requirements for related permits or licenses should be discussed with the following departments:

Building Permit --- Building Division 530/661-5816

Business License --- Community Development Department 530/661-5820

Sign Permit --- Planning Department 530/661-5820

SUBMITTAL REQUIREMENTS:

To file a design review application, the following items must be submitted:

- 1. A completed application form (original only) and statement of justification (original only).
- 2. 5 copies of the site plan, drawn to scale, which clearly and accurately shows:
 - a. Date, north arrow, scale, gross acreage and vicinity map.
 - b. Name and address of owner or owners of record and the engineer, architect or surveyor.
 - c. Existing and proposed easements showing location and width.
 - d. All property lines (with dimensions) including adjacent properties, uses, driveways, etc.
 - e. Location of all existing or proposed structures, with dimensions of all wall lines and distances to nearest property lines noted.
 - Existing frontage improvements (curbs, gutters, sidewalks, edge of paving, etc.) and adjoining streets and alleys.
 - f. Existing or proposed driveways, pedestrian walkways, signs, off street parking and circulation (including handicapped parking spaces), loading and service areas, with all dimensions noted.
 - g. Existing trees indicating those to be removed and those to be saved and other natural and man-made features, as well as their proposed relocation or removal.
 - h. Existing and proposed topographic features, including elevations on adjacent properties.
 - i. Existing improvements (including nearby improvements on adjacent properties), street lights, fire hydrants, drainage swales/culverts, utility poles, boxes, transformers, vaults, buildings and future status, wells, fences and walls, sewage disposal systems, water and sewer services and size
 - j. Proposed water and sewer service size and location.
 - k. Proposed storm water detention/retention ponds if applicable.
 - 1. Location and dimensions of proposed improvements including buildings, lot coverage, walls and fencing (note heights), landscaping, trash enclosures, outdoor activity areas, parking lot lighting fixtures, pedestrian plazas and walkways, outdoor activity areas.

m. n. o. p.	Location and dimensions of all ground mounted exterior mechanical equipment and utilities (transformer boxes, vaults, air conditioners, etc.). All parking spaces, labeled by type (compact standard, handicap or bicycle). A legend with a parking space breakdown by type, number and percentage total with parking space/sq. ft. ratios. Floodplain designation and finished floor elevation

- 3. 5 copies of the landscaping plan, drawn to scale, with:
 - a. Proposed planting schedule with minimum sizes and locations
 - b. Height and spread of ultimate growth
 - c. Fencing information-show location on plan, and provide a dimensioned detail of the design
 - d. Landscape features and materials.
 - e. Berms and screen walls
- 4. 5 copies of the elevations and architectural plans of all structures drawn to scale, which clearly show building exteriors that are proposed to be constructed or modified. For new construction provide all views. For existing buildings proposed for modification provide all affected views. Indicate all exterior building features as existing or new, to be repaired or replaced. Indicate with a dashed-line any window or door openings and other features that are to be eliminated or modified. Indicate height to top of roof.
 - a. Description of building materials, treatment, and colors
 - b. Proposed screening (perimeter fencing, HAVOC equipment, trash enclosures)
 - c. Roof plan (unless requirement is waived by a staff planner). Depict and/or reference roof mounted equipment. Indicate roof slopes.
 - d. Proposed signs including dimensions, colors and materials, and placement.
 - e. Floor plans
 - f. Date(s) of plans and revisions; scale ratio; bar scale; north arrow and "cloud, delta, and date" revisions to any plans previously considered by staff or the Planning Commission.
 - g. Details and explanation of special elements such as public art, ornaments, window treatment, trash and utility enclosures and lighting.
- 5. Building materials and color sample board, including roof and fencing materials (please note that all samples will be retained permanently by the Planning Department for future reference).
- 6. Colored renderings of project showing all views. Renderings to include proposed landscaping drawn to illustrate five-year growth.
- 7. Photographs of the site, existing buildings and features, and surrounding properties.
- 8. A completed Environmental Checklist (unless the project is determined to be exempt) (original only).
- 9. Filing fee (see fee schedule for correct amount). Checks should be made payable to "City of Woodland."

Note: All site plans must be folded 8 ½" by 11" in size.

For further information, contact the Woodland Planning Department at: City Hall, 520 Court St., Woodland, CA 95695 (530)661-5820