



City of Woodland
Community Development Dept.
300 First St, Woodland CA 95695
(530) 661-5820 www.cityofwoodland.org

STAFF LEVEL DESIGN REVIEW

PURPOSE

The design review process ensures that new development will conform to applicable Specific Plans, Community Design Guidelines, General Plan Policies, City Codes and applicable 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), for single family residential projects when combined with another entitlement (such as Zoning Administrator Review), or required as a condition of approval.

Staff level design review is conducted by staff for projects that do not require a public notice or hearing for a Planning Commission approval. The planning staff will review projects submitted for design review and will either approve the project as submitted or with conditions.

The Community Development Department staff has established a goal of processing applications as rapidly as possible within applicable legal constraints.

ACTION

Once an application is determined to be complete, it is formally accepted. Copies of the application are sent to review agencies and departments. Final action will be made by the Community Development Director or Zoning Administrator.

APPEALS

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.

FINDINGS

The Community Development Director must be able to make the following findings in order to approve a project subject to design review.

1. The plans are in conformance with the General Plan and Zoning Ordinance.
2. The plans are in conformance with applicable Specific Plans, Community Design Guidelines and development standards.
3. The project is categorically exempt under CEQA or other applicable Environmental Documents have been certified as complete and adequate.
4. Adequate utilities, access roads, drainage, sanitation and/or other necessary facilities will be provided.

The following additional principles of design are included in the City's Design Standards:

1. The design should be usable by all.
2. The design should be readily and easily understood.
3. The design should be distinct and recognizable.
4. The design should be pleasing and attractive, and contribute in a positive way to quality of life in Woodland.
5. The design suits the proposed site.
6. The design and project respects the historical setting.
7. The project suits its purpose.

EXPIRATION OF DESIGN REVIEW APPROVAL

Design Review approvals are valid for one year from the date of approval unless designated differently by the approving body. This means that the project must commence (i.e. receive a valid building permit or start construction) within that one-year period or the approval expires and is no longer valid. The Community Development Director under certain circumstances may approve a one-year extension.

SUBMITTAL REQUIREMENTS

Please review the ***Planning Application Submittal Requirements and General Application*** form.

FEES

(Please refer to the Community Development current fee schedule for all current fees). Fees for processing Design Review applications that are exempt from CEQA require payment of a nonrefundable, flat fee plus a categorical exemption. In some instances, if the project is complex or requires hiring a consultant to perform analysis a deposit fee will be required rather than the flat fee.

The Department of Fish and game requires payment of fees for the review of projects impacting wildlife sensitive areas. (Please check with Yolo County Recorder for all current fees). Checks for payment of these fees should be made out to the County of Yolo, but should be submitted to the Community Development Department.