

AGENDA

CITY OF GUADALUPE PLANNING COMMISSION

Tuesday, September 16, 2008

Regular Meeting 6:00 p.m.

City Hall, Council Chambers
918 Obispo Street, Guadalupe, CA 93434

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a City meeting or other services offered by this City, please contact the City Clerk's office, (805) 356-3891. Notification of at least 72 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

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MEMBERS OF THE PLANNING COMMISSION: Commissioners Monika Huntley, Alejandro Ahumada, Jesse Ramirez, Vice-Chair Carl Kraemer, and Chair Frances Romero.

1. **CALL TO ORDER.**
2. **PLEDGE OF ALLEGIANCE.**
3. **ROLL CALL.** Commissioners Monika Huntley, Alejandro Ahumada, Jesse Ramirez, Vice-Chair Carl Kraemer and Chair Frances Romero.
4. **CONSENT CALENDAR.** The following routine items are presented for Planning Commission approval without discussion as a single agenda item in order to expedite the meeting. Should a Commissioner wish to discuss or disapprove an item, it must be dropped from the blanket motion of approval and considered as a separate item.

- a. Minutes of the Planning Commission meeting of August 19, 2008 to be ordered filed.
- b. Minutes of the Planning Commission Special meeting of September 9, 2008 to be ordered filed.
- c. Code Enforcement Monthly Summary.

5. COMMUNITY PARTICIPATION FORUM.

Each person will be limited to a discussion of 3 minutes. Pursuant to provisions of the Brown Act, no action may be taken on these matters unless they are listed on the agenda, or unless certain emergency or special circumstances exist. The Planning Commission may direct Staff to investigate and/or schedule certain matters for consideration at a future Planning Commission meeting.

6. DESIGN REVIEW OF SIGNS FOR LA FOGATA RESTAURANT, 253 GUADALUPE STREET. That the Planning Commission receive a presentation from staff and take action on the request for a Design Review Permit.

- a. Written Staff Report (Rob Mullane)
- b. Planning Commission discussion and consideration.
- c. It is recommended that the Planning Commission receive a presentation from staff and take action on the request for a Design Review Permit.

7. ADVISORY DESIGN REVIEW ASSOCIATED WITH THE NEW TANK AT CENTRAL PARK, 4550 TENTH STREET. That the Planning Commission receive a presentation from staff and provide recommendations on tank lettering and tank structure lighting.

- a. Written Staff Report (Rob Mullane)
- b. Planning Commission discussion and consideration.
- c. It is recommended that the Planning Commission receive a presentation from staff and provide recommendations on tank letter and tank structure lighting.

8. PLANNING COMMISSION WORKSHOP # 8: COMMUNITY DESIGN & APPLICATION REVIEW. That the Planning Commission receive the presentation from staff.

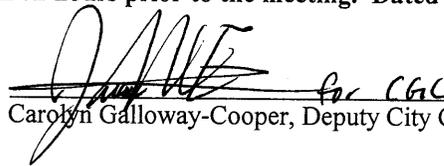
- a. Written Staff Report (Rob Mullane)
- b. Planning Commission discussion and consideration.
- c. It is recommended that the Planning Commission receive the presentation from staff.

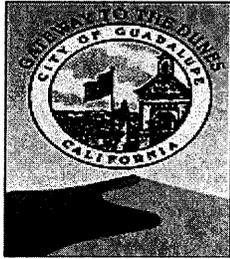
9. PLANNING DIRECTOR'S REPORT.

10. FUTURE AGENDA ITEMS.
 - a. Historical Building Regulations.
11. ANNOUNCEMENTS.
12. ADJOURNMENT.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing Agenda was posted at the City Hall display case, the Water Department, the City Clerk's office, and Rabobank not less than 72 hours prior to the meeting. Dated this 12th day of September 2008.

By:


Carolyn Galloway-Cooper, Deputy City Clerk



MINUTES

CITY OF GUADALUPE PLANNING COMMISSION

Tuesday, August 19, 2008

Regular Meeting 6:00 p.m.

**City Hall, Council Chambers
918 Obispo Street, Guadalupe, CA 93434**

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MEMBERS OF THE PLANNING COMMISSION: Commissioners Monika Huntley, Carl Kraemer, Frances Romero and Chair Alejandro Ahumada.

1. **CALL TO ORDER.** 6:02 by Chair Ahumada.
2. **PLEDGE OF ALLEGIANCE.**
3. **INSTALLATION AND OATH OF OFFICE.** Oath of Office to recently appointed Commissioner Jesse Ramirez.
Contract Planning Director John Rickenbach administers Oath of Office.
4. **ROLL CALL.** Commissioners Monika Huntley, Carl Kraemer, Frances Romero, Jesse Ramirez and Chairman Alejandro Ahumada.
5. **ELECTION OF OFFICERS FOR PLANNING COMMISSION.** That the Planning Commission elect via separate actions the Chair, Vice, Chair, and Secretary of the Planning Commission for 2008-2009.

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Regular Meeting – August 19, 2008

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- a. Election of Chair, Vice, Chair, and Secretary of the Planning Commission for 2008-209.
Frances Romero Nominated For Chair Position By Acclamation. Elected Cahair 5-0. Carl Kraemer Nominated For Vice-Chair by Monica Huntley). Unanimous 5-0 Vote. PC Agrees To Keep Staff As PC Secretary, Currently Rob Mullane.

6. CONSENT CALENDAR. The following routine items are presented for Planning Commission approval without discussion as a single agenda item in order to expedite the meeting. Should a Commissioner wish to discuss or disapprove an item, it must be dropped from the blanket motion of approval and considered as a separate item.

- a. Minutes of the Planning Commission meeting of July 15, 2008 to be ordered filed.
Motion to file minutes as submitted Kraemer/ Ahumada and vote
Ayes: 4 Kraemer, Ahumada, Romero, Huntley
Abstain: 1 Ramirez

7. COMMUNITY PARTICIPATION FORUM.

Each person will be limited to a discussion of 3 minutes. Pursuant to provisions of the Brown Act, no action may be taken on these matters unless they are listed on the agenda, or unless certain emergency or special circumstances exist. The Planning Commission may direct Staff to investigate and/or schedule certain matters for consideration at a future Planning Commission meeting.

Speaker #1: George Alvarez commented on the City's Police Department and noted a recent attack on one of the Police Officers. He also expressed dissatisfaction with the degree to which the City is acknowledging that there is a problem in regard to these types of attacks.

8. PRELIMINARY PLAN FOR THE AMENDMENT TO THE REDEVELOPMENT AGENCY. That the Planning Commission receive the presentation from staff and adopt PC Resolution No. 2008-03.

- a. Written Staff Report (Regan Candelario)
- b. Planning Commission discussion and consideration.
- c. It is recommended that the Planning Commission receive the presentation from staff and adopt PC Resolution No. 2008-03.

George Alvarez was the only speaker...concerned about the procedure of forwarding the resolution to the RDA without sufficient public input. Concerned about the use of eminent domain. Chair Frances Romero agrees, and PC generally concurs. Regan Candelario explains purpose of meeting, as does John Rickenbach. Planning Commission votes to continue item to allow for a noticed public hearing.

9. CODE ENFORCEMENT MONTHLY SUMMARY. That the Planning Commission receive the presentation from staff.

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Regular Meeting – August 19, 2008

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- a. Written Staff Report (Rob Mullane/ John Rickenbach)
- b. Planning Commission discussion and consideration.
- c. It is recommended that the Planning Commission receive the presentation from staff.
John Rickenbach gives brief overview. No one from Building and Fire Department present.

10. PLANNING COMMISSION WORKSHOP # 7: INFRASTRUCTURE AND URBAN DEVELOPMENT. That the Planning Commission receive the presentation from staff.

- a. Written Staff Report (Rob Mullane/John Rickenbach)
- b. Planning Commission discussion and consideration.
- c. It is recommended that the Planning Commission receive the presentation from staff.
John Rickenbach gives brief overview.

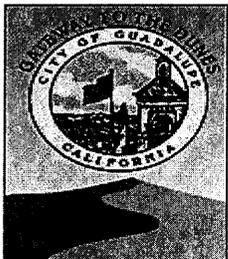
11. PLANNING DIRECTOR'S REPORT.

12. FUTURE AGENDA ITEMS.

- a. Historical Building Regulations.

13. ANNOUNCEMENTS.

14. ADJOURNMENT.



MINUTES

CITY OF GUADALUPE PLANNING COMMISSION

Tuesday, September 2, 2008

Special Meeting 6:00 p.m.

City Hall, Council Chambers
918 Obispo Street, Guadalupe, CA 93434

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MEMBERS OF THE PLANNING COMMISSION: Commissioners Monika Huntley, Alejandro Ahumada, Jesse Ramirez, Vice-Chair Carl Kraemer, and Chair Frances Romero.

1. **CALL TO ORDER.** 6:01 pm by Chair Romero
2. **PLEDGE OF ALLEGIANCE.**
3. **ROLL CALL.** Commissioners Monika Huntley, Alejandro Ahumada, Jesse Ramirez, Vice-Chair Carl Kraemer, and Chair Frances Romero.
All present.
4. **CONSENT CALENDAR.** The following routine items are presented for Planning Commission approval without discussion as a single agenda item in order to expedite the meeting. Should a Commissioner wish to discuss or disapprove an item, it must be dropped from the blanket motion of approval and considered as a separate item.

No items

MINUTES – CITY OF GUADALUPE PLANNING COMMISSION

Special Meeting – September 02, 2008

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5. COMMUNITY PARTICIPATION FORUM.

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Speaker #1: George Alvarez, commenting on Chief Carmon Johnson's retirement and lamenting this loss of a key City staffperson. Mr. Alvarez wondered aloud who will be in charge of retrofitting program given the departure of Chief Johnson.

6. PRELIMINARY PLAN FOR THE AMENDMENT TO THE REDEVELOPMENT AGENCY – PUBLIC HEARING. That the Planning Commission conduct a Public Hearing and adopt PC Resolution No. 2008-03.

- a. Written Staff Report (Regan Candelario)
- b. Written Communications.
- c. Public Hearing.
 1. Those in favor to be heard.
 2. Those in opposition to be heard.
 3. Rebuttals to be heard.
 4. After all persons have been heard and all communications filed, the hearing will be ordered closed.
- d. Planning Commission discussion and consideration.
- e. It is recommended that the Planning Commission conduct a Public Hearing and adopt PC Resolution No. 2008-03.

Mr. Regan Candelario presented the staff report summarizing the action before the Commission and noting that the City is near the beginning of the process of amending the Redevelopment Plan. Mr. Candelario noted that part of the process would be additional community outreach including the formation of and input from a Project Area Committee. The main intent of the amendment is to remove the cap on annual redevelopment funds.

The Commission had a number of questions for staff including how Project Area Committee members would be selected and how long the process is estimated to take.

Mr. Candelario stated that PAC meetings would be advertised in advance to solicit involvement and that members would be selected from those attending the first meetings. Mr. Candelario estimated the process for adoption of the amendment would take 4-6 months. He also discussed eminent domain as a tool that the City's Redevelopment Agency already has, but that an extension of this ability for an additional 12 years may be part of the amendment.

Vice Chair Kraemer noted that eminent domain is a tool of last resort but that it does have a role in some cases.

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Chair Romero asked if the report on the 5-year RDA implementation plan would be part of the amendment process.

Mr. Candelario answered that it would not. This would be a separate process.

The Chair opened the public hearing.

Speaker #1: Beverly Chapman, noting questions on eminent domain and the Polanco Act and asking if a Project Area Committee would be formed. Ms. Chapman noted that she is in favor of increasing revenue to the city and for the time extension, but generally not in favor of the use of eminent domain, except in limited circumstances including for public safety reasons.

Speaker #2: George Alvarez, noting that the staff report is not easily accessible in advance of the meeting and that no public review copy was on the table in the back of the room. Mr. Alvarez also noted that a powerpoint presentation on the RDA amendment would have been beneficial and ought to have been given.

Speaker #3: Johnny C., noting that he does not favor eminent domain when it benefits developers at the expense of local business owners and residents. He also noted that retrofit buildings should not be taken by the City through eminent domain.

Mr. Candelario provided responses and additional information. Use of the Polanco Act in this process is not foreseen. He noted that the public process will include opportunities to present more information on what redevelopment entails for the PAC members. He also noted that redevelopment involves cooperation of the private sector.

Chair Romero then asked for any rebuttal speakers to address the Commission.

Speaker #1: Beverly Chapman, readdressed the Commission noting her support of the preliminary plan.

Speaker #2: George Alvarez, readdressed the Commission reiterating his concern with the use of eminent domain, particularly as a tool to bring about compliance with the unreinforced masonry retrofit program. Mr. Alvarez also noted that he has no problem with the preliminary plan going forward, just that he has concerns with potential abuses of redevelopment powers.

Chair Romero closed the public hearing at 6:50 pm.

Motion to Adopt Resolution PC 2008-03, as submitted. (Kramer/Huntley)

VOTE: Ayes: 5
Noes: 0
Motion passed

7. ANNOUNCEMENTS.

Commissioner Huntley reminded the audience to please spay and neuter your pets.

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Special Meeting – September 02, 2008

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Vice Chair Kraemer announced that the Friends of the Library are looking for new members, including some younger members.

Chair Romero noted that school is back in session and asked the audience to watch for school children.

Speaker #1: George Alvarez, noting that he is running for Guadalupe school board.

8. ADJOURNMENT.

Motion to Adjourn. (Kramer/Ahumada)

VOTE: Ayes: 5
Noes: 0
Motion passed

Meeting adjourned at 7:10 pm.

Submitted by:

Affirmed by:

Robert A. Mullane, City Planner
Planning Commission Secretary

Frances Romero, Chair

**REPORT TO THE PLANNING COMMISSION
September 16, 2008**

15/
Prepared By:
Rob Mullane, City Planner

CG
Approved By:
Carolyn Galloway-Cooper

SUBJECT: Code Enforcement Monthly Summary

EXECUTIVE SUMMARY:

At previous Planning Commission meetings, the Commission requested as a regular agenda item an update on the City's code enforcement efforts. Building and Zoning Code enforcement in the City is conducted by staff from the Building and Fire Department's Neighborhood and Life Safety Services Division.

Staff from the Building and Fire Department will be present at this evening's meeting to update the Commission on the previous month's efforts related to enforcement of City codes.

RECOMMENDATION:

- 1) Receive a presentation from staff, if desired by the Commission
- 2) Allow for Planning Commission questions and comments

ATTACHMENTS:

- 1) Neighborhood and Life Safety Services Division's monthly code enforcement summary - August 2008

AGENDA ITEM:

ATTACHMENT 1

NEIGHBORHOOD AND LIFE SAFETY SERVICES DIVISION'S
MONTHLY CODE ENFORCEMENT SUMMARY – AUGUST 2008



City of Guadalupe
Fire Department

Status Report

Month AUGUST 2008

	This Month	Last Month	Year To Date
Code Enforcement	41	31	227
Fire Prevention Inspections	23	21	145

REPORT TO THE PLANNING COMMISSION
September 16, 2008

15/
Prepared By:
Rob Mullane, City Planner

OK
Approved By:
Carolyn Galloway-Cooper

SUBJECT: Design Review of signs for La Fogata Restaurant, 253
Guadalupe Street (Planning Application #2008-011-DRP)

EXECUTIVE SUMMARY:

The City received an application for two replacement signs at La Fogata Restaurant at 253 Guadalupe Street. The proposed new signage is limited to changing the copy (text) of the existing Victoria's Restaurant signs to reflect the new restaurant's name. Per the City's new design review ordinance, new signage requires a minor Design Review Permit from the Planning Commission. At tonight's meeting the Planning Commission can approve, conditionally approve, or continue the item. Any approval or conditional approval would be done by motion and majority vote of the Commission.

RECOMMENDATION:

- 1) Receive a presentation from staff
- 2) Provide an opportunity for the applicant to present the proposed project
- 3) Take any comments from the public
- 4) Take action on the request for a Design Review Permit

BACKGROUND:

The City received an application for a minor Design Review Permit (DRP) on August 28, 2008. The applicant, Mr. Jose Romo, is the owner of the La Fogata Restaurant. A related sign permit application was received earlier in August, and upon review of the sign permit application, City staff noted that a minor DRP was required prior to staff issuing any sign permit. The DRP application was deemed complete for processing on September 3, 2008.

DISCUSSION:

The request is for a DRP for two signs for the new La Fogata Restaurant. The request is limited to changing the copy of two existing signs for the previous restaurant: Victoria's. The proposed new signage copy and location of the existing signs is included as Attachment 1 to this staff report. The proposed copy changes pertain to a 38-square foot wall sign on the eastern elevation of the restaurant (Sign A on Exhibit A of Attachment 1) and a 27-square foot monument double-sided sign that faces north and south on the

eastern portion of the site (Sign B on Exhibit A of Attachment 1). Sign A would be 3' 11" high and 9' 11" long (38 sq ft), and Sign B would be 3' 11" by 6' 11" (27 sq ft) and mounted on an existing pole structure. The top of the sign would be 14' 9" above ground level, as is the existing sign. The sign color, font, and style will all remain similar to the existing signs for Victoria's. No changes to sign size or new signage structures are requested. Project information is contained in the following table.

Site Information

LOCATION	253 Guadalupe Street
APN	115-173-001
ZONING	M-C, Industrial-Commercial
LOT SIZE	~15,000 sq ft
PRESENT USE	Restaurant
SURROUNDING USES AND ZONING	North: Car sales lot; M-C East: Guadalupe St. then SimPlot Fertilizer plant; G-I (General Industrial) South: M-C, Hay Grove Tunnels (farm supply business); M-C West: Single-family residences; R-1 (Single Family Residential)

The property consists of a 15,000 sq ft lot with a restaurant onsite. The surrounding uses are noted in the above table, and a vicinity map/aerial photo is included as Attachment 2.

Zoning Conformity

Staff has reviewed the request's conformity to zoning requirements and standards and notes no inconsistencies with zoning requirements. It should be noted that the initial DRP and sign applications requested a third sign for a drive-thru sign and menu (Sign C on Exhibit 1 of Attachment A), but the applicant has withdrawn this component of the application.

CEQA Review

The project is exempt from CEQA pursuant to Section 15061(b)(3). This section of the CEQA Guidelines states:

...CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

The request is for design review of two proposed signs. The request is in conformity to zoning requirements, and the scope of the Planning Commission's review is aesthetic considerations, with such review ensuring that significant aesthetic impacts do not result.

Planning Commission Consideration

The Design Review Permit process is set forth in Chapter 18.73 of the City's Zoning Code. This process is relatively new, having been codified in May 2008 with the adoption of Ordinance 2008-393. Chapter 18.73 is attached as Attachment 3 to this staff report for the Commission's reference and use.

The requirement for design review of signs is included in Section 18.73.010. Item 2 of the list in Section 18.73.010, part (b) requires a DRP for:

All new structures fronting a public street of visible from a public street on properties zoned General Industrial, Industrial Commercial, Industrial, or similar industrial zoning.

Signs are also specifically noted as requiring a minor, rather than a regular, Design Review Permit in the City's Planning Application fee schedule.

Planning Commission's authority over Design Review Permits is set forth in the Zoning Ordinance in Section 18.73.060. The Components of Review and Findings required for approval of a DRP are noted in Sections 18.73.090 and 18.73.100. In considering a DRP, the Planning Commission may approve as submitted, approve with conditions of approval, or provide direction to the applicant on recommended changes and continue the item to a future meeting of the Commission.

For this specific request, staff does not note any inconsistencies with zoning nor any project components that conflict with the findings for approval, but many of these findings involve aesthetic considerations that are subjective and should be evaluated by the Commission. Notice of the pending DRP was posted on-site as required by Section 18.73.070.

Next Steps

Should the Commission approve or conditionally approve the DRP, staff would issue the associated sign permit once any prior to issuance conditions—if any—have been met and once the 10-day appeal period has run.

ATTACHMENTS:

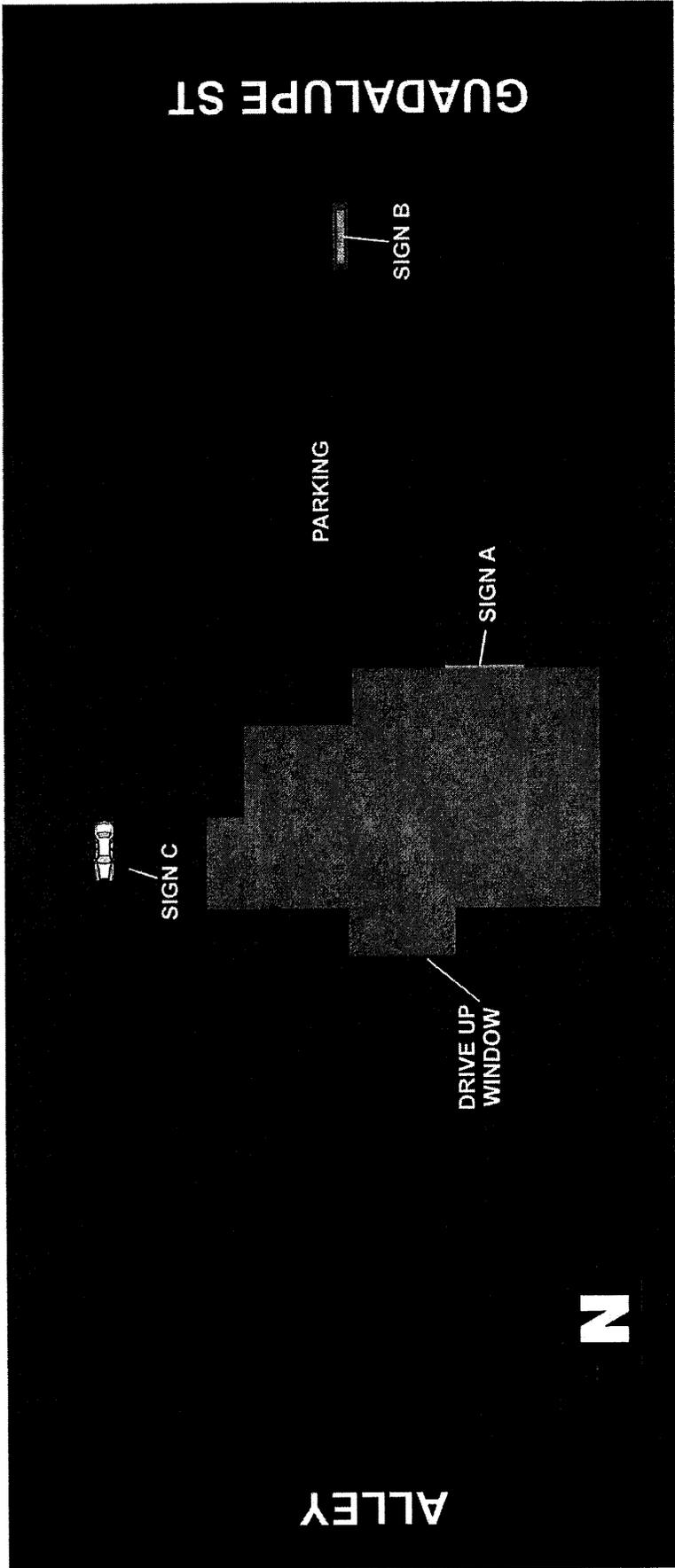
1. Project Site Plan and Elevations (Exhibits A through E)
2. Vicinity Map (Aerial Photomap)
3. Excerpt from the City's Zoning Code: Chapter 18.73, Design Review

AGENDA ITEM:

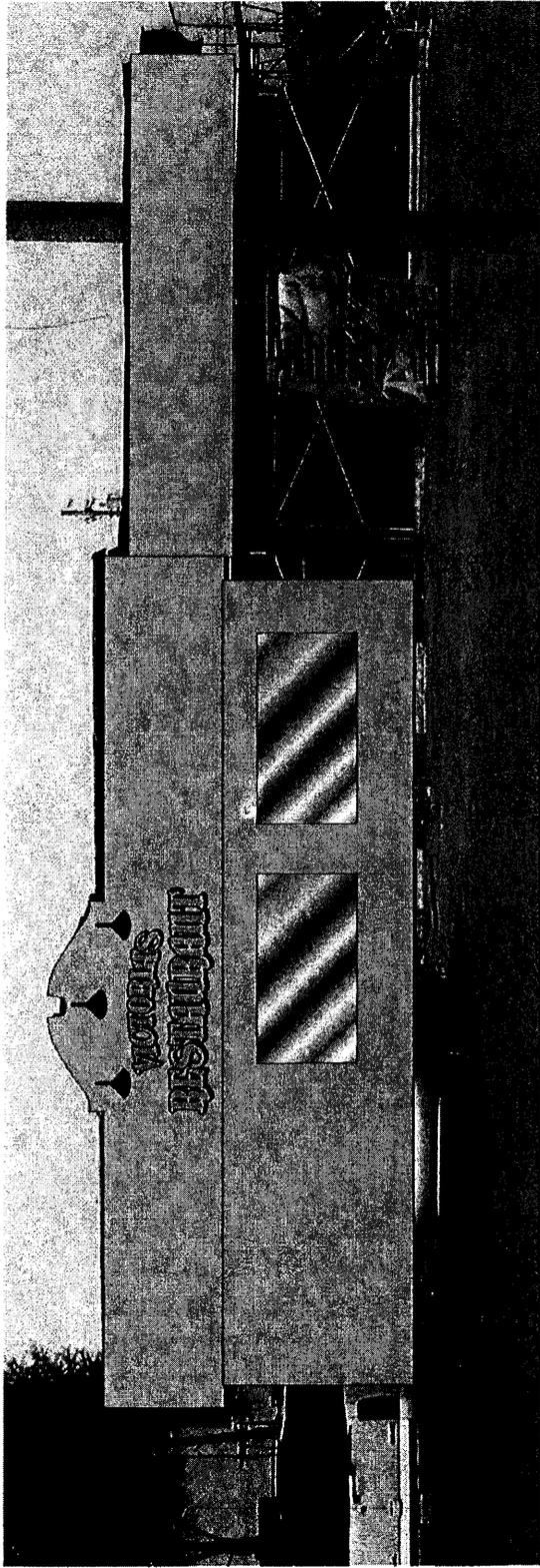
ATTACHMENT 1

Project Site Plan and Elevations (Exhibits A through E)

SITE PLAN



<p>SignCraft, Inc. ALL RIGHTS RESERVED and protected under title 17, U.S. Code. This original work is remains the property of SignCraft, Inc. until payment is rendered.</p>	<p>Signs for Victoria's Restaurant 253 Guadalupe St., Guadalupe, CA</p>	<p>PROJECT PROPERTY ADDRESS CLIENT/CONTACT</p>	<p>DATE Apr 17, 2007</p>	<p>C-45 LIC#827970 State Fund Policy: #1751846-2005 Liability Policy: #PAS41461576</p>	<p>SignCraft FURNISHING SERVICE COMPANY 307 E. Main Street, Santa Maria, CA 93454 (805) 925-7775 • Fax: 925-7158</p>
<p>APPROVAL</p>	<p>SCALE None</p>	<p>SHEET 4 of 4</p>	<p>SCALE None</p>	<p>SCALE None</p>	<p>SCALE None</p>



THIS IS AN EXISTING SIGN Scale: 1/8" = 1'
APPROVED BY PREVIOUS PERMIT APPLICATION

VICTORIA'S RESTAURANT

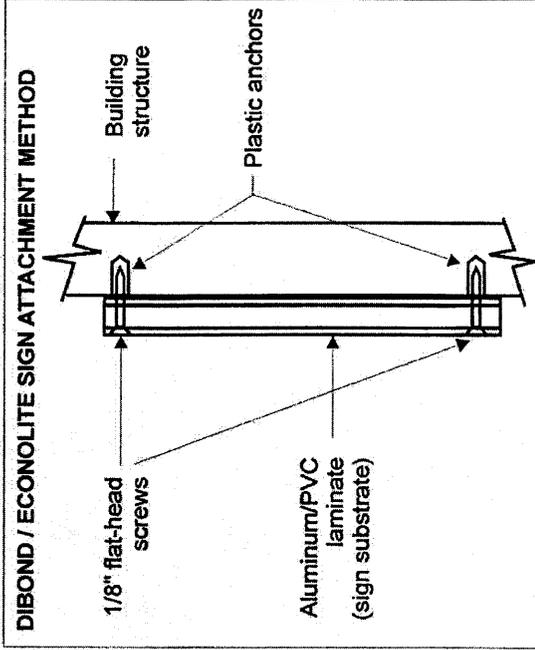
Scale: 1/2" = 1'

SIGN A DIMENSIONS

Height: 3'-11"
 Width: 9'-11"
 Area: 38 sq. ft.
 Above Grade: 14'-8"
AREA OF SIGN A: 38 S.F.

SIGN A DESCRIPTION

47" x 119" single-sided Econolite Sign (aluminum-plastic laminate), integrated dimensional words, 3-color high-performance cut vinyl overlays, to read: "Victoria's Restaurant"

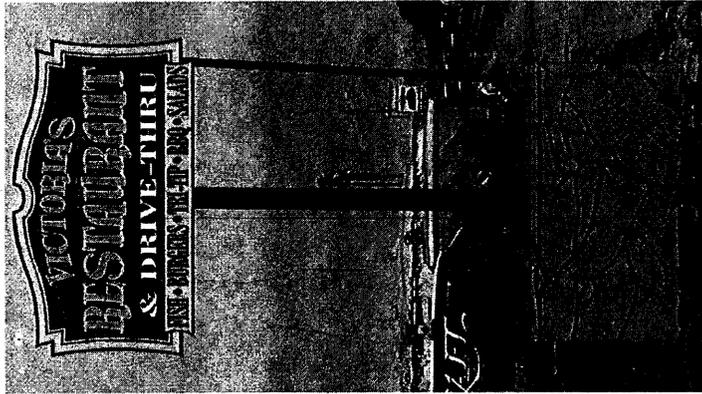


C-45 LIC#827970
 State Fund Policy:
 #1751846-2005
 Liability Policy:
 #PAS41461576

DATE: Apr 17, 2007
 SHEET: 1 of 4
 SCALE: Noted

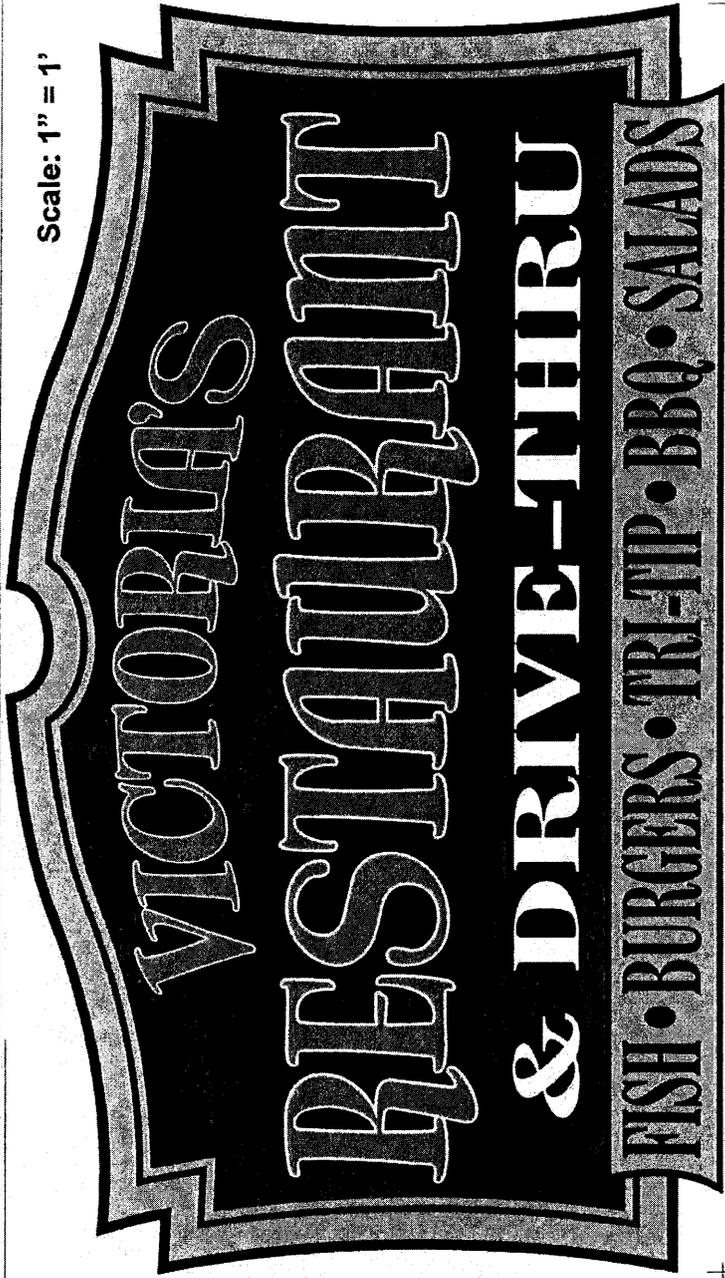
PROJECT: Signs for Victoria's Restaurant
 PROPERTY ADDRESS: 253 Guadalupe St., Guadalupe, CA
 CLIENT/CONTACT: APPROVAL

©2007 SignCraft, Inc.
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 and protected under title 17, U.S. Code.
 This original work is remains the property of
 SignCraft, Inc. until payment is rendered.



Scale: 1/4" = 1'

Scale: 1" = 1'



3'-11"

6'-11"

THIS IS AN EXISTING SIGN APPROVED BY PREVIOUS PERMIT APPLICATION

SIGN B DIMENSIONS

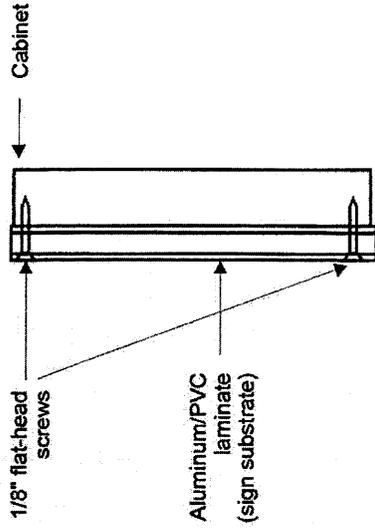
Height: 3'-11"
 Width: 6'-11"
 Area: 27 sq.ft.

Above Grade: 14'-9"
AREA OF SIGN B: 27 S.F. (PER SIDE)

SIGN B DESCRIPTION

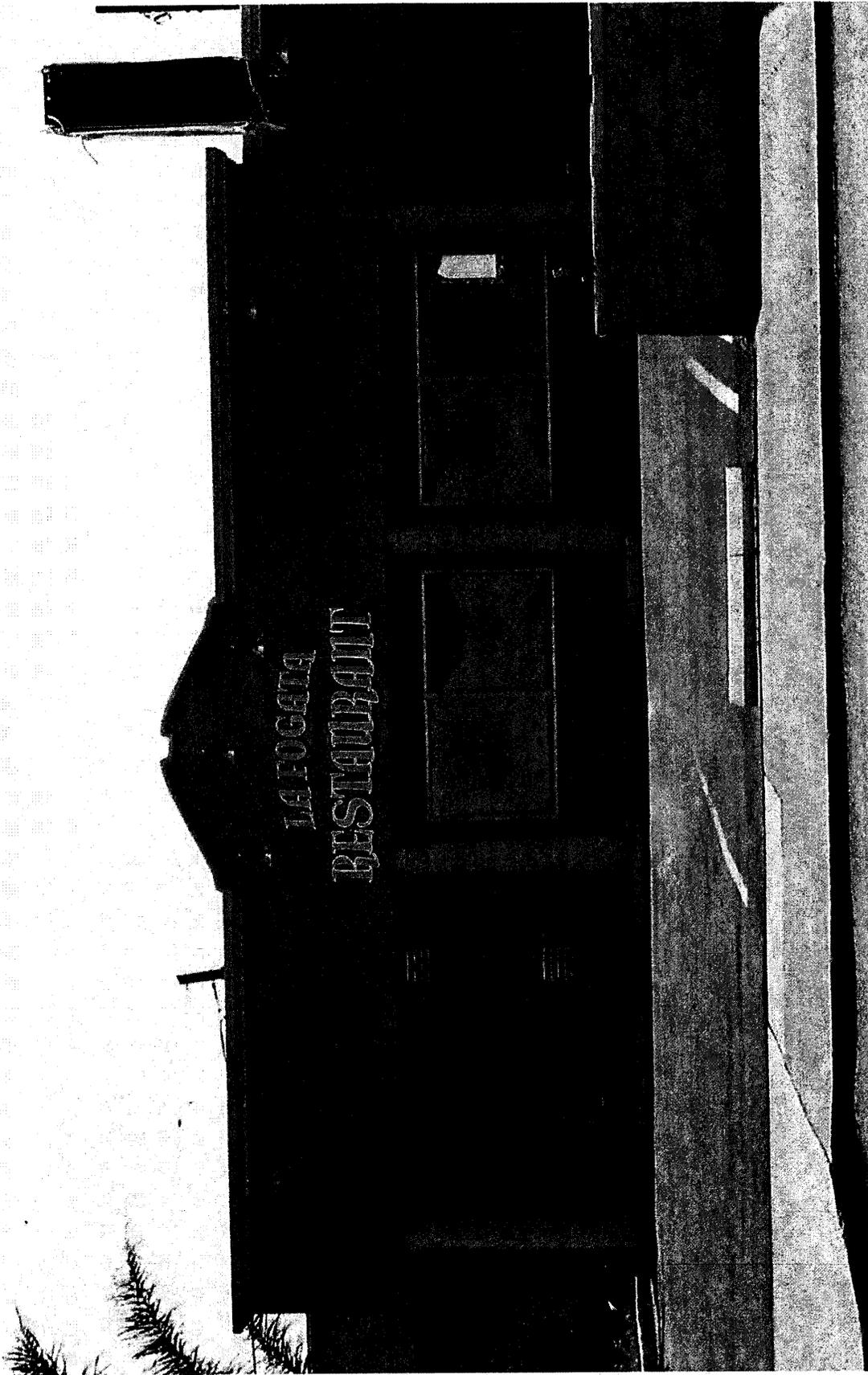
Two single-sided Econolite Sign (aluminum-plastic laminate), custom routed shape, 3-color high-performance cut vinyl overlays, painted faux textural background, to read: "Victoria's Restaurant... Steaks, Fish Burgers, BBQ, DRIVE THRU" (NOTE: these faces to be screwed to existing pole structure and will be larger than existing cabinet to cover and conceal the box structure.)

DIBOND / ECONOLITE SIGN ATTACHMENT METHOD



C-45 LIC:#827970	DATE	PROJECT
State Fund Policy: #1751846-2005	Apr 17, 2007	Signs for Victoria's Restaurant
Liability Policy: #PAS41461576	SHEET	PROPERTY ADDRESS
	2 of 4	253 Guadalupe St., Guadalupe, CA
	SCALE	CLIENT CONTACT
	Noted	APPROVAL

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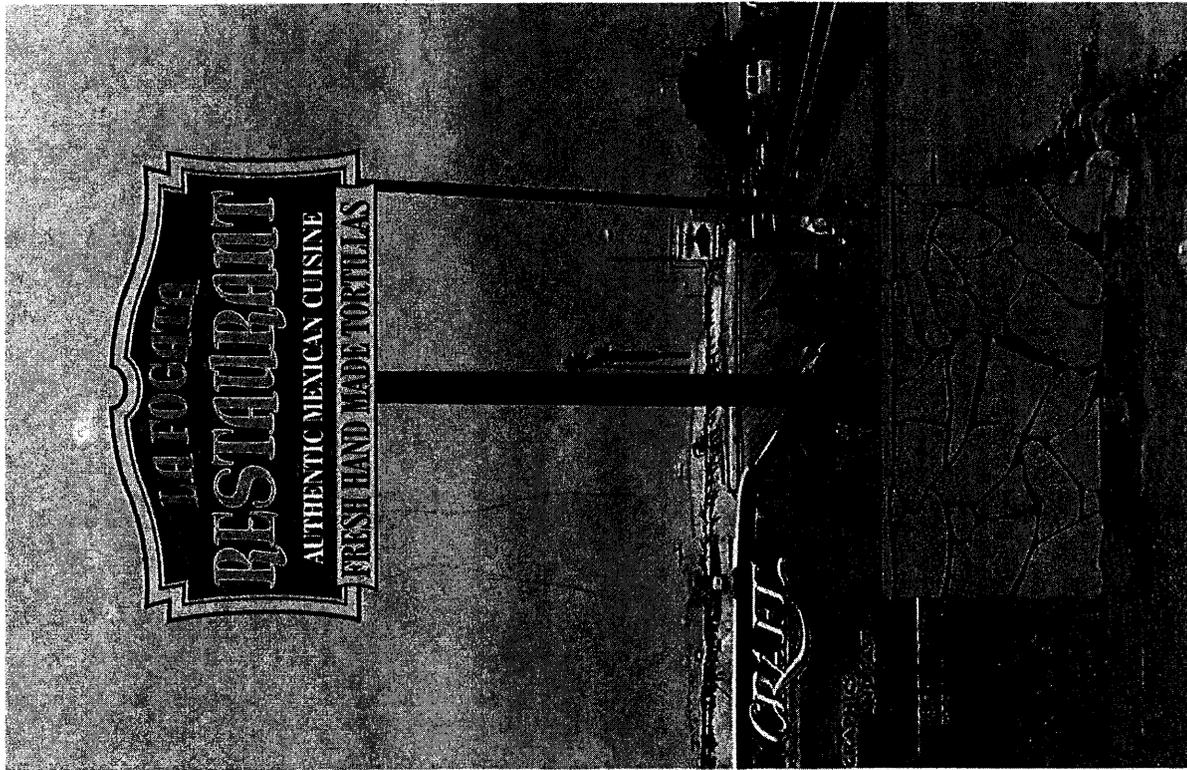
The client assumes responsibility for proofreading all text incorporated into sign and print media layouts. Colors in proof are approximate, and may not match final production colors.

APPROVAL

DATE



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The client assumes responsibility for proofreading all text incorporated into sign and print media layouts. Colors in proof are approximate, and may not match final production colors.

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DATE

APPROVAL



ATTACHMENT 2

Vicinity Map (Aerial Photomap)



ATTACHMENT 3

Excerpt from the City's Zoning Code: Chapter 18.73,
Design Review

ORDINANCE NO. 2008-393

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GUADALUPE
ESTABLISHING A DESIGN REVIEW PROCESS FOR CERTAIN
DEVELOPMENT PROJECTS

THE CITY COUNCIL OF THE CITY OF GUADALUPE DOES ORDAIN AS
FOLLOWS:

Section 1. A new chapter 18.73 is hereby added to Chapter 18 of the Guadalupe
Municipal Code to read as follows.

Chapter 18.73

DESIGN REVIEW

Sections:

- 18.73.010 Applicability.
- 18.73.020 Minor Design Review Permits for Certain Small Projects.
- 18.73.030 Exceptions and Exemptions.
- 18.73.040 Application -- Information required.
- 18.73.050 Application -- Fee.
- 18.73.060 Decision Maker.
- 18.73.070 Notice to Adjacent Properties.
- 18.73.080 Procedure.
- 18.73.090 Components of Review.
- 18.73.100 Findings Required for Approval.
- 18.73.110 Appeals of Planning Commission Decision.
- 18.73.120 Expiration and Extension.

18.73.010 Applicability.

- (a) A Design Review Permit is required for any development, including either or both structural development and grading, on properties in the City's Central Business District (as defined in the General Plan) or on properties with frontage along Guadalupe Street or Main Street, unless the proposed development would not be visible from these streets, for example, if blocked by a sound wall or other intervening structure.
- (b) Regardless of location, the following types of development projects shall require a Design Review Permit:

1. All new structures fronting a public street or visible from a public street properties zoned General Commercial, Service Commercial, Neighborhood Commercial, or similar commercial zoning.
2. All new structures fronting a public street or visible from a public street on properties zoned General Industrial, Industrial Commercial, Light Industrial, or similar industrial zoning.
3. Additions to non-residential structures in any Commercial, Industrial, or Mixed Use zoning district that involve any exterior alterations to second and/or third stories.
4. Additions to non-residential structures in any Commercial, Industrial, or Mixed Use zoning district that would be visible from a public street or view point and that exceed 120 square feet in size.
5. All new wireless communications facilities.
6. New multi-family residential developments exceeding three (3) units or additions to existing multi-family developments where the addition would result in a total of three or more units on a given property.
7. All garage conversions.
8. Any development or remodeling of structures that have been officially designated historical landmarks by the City or the State.
9. Remodeling projects of the types and locations specified in this list, if the remodeling involves exterior alterations that would be visible from any public street or other public area.
10. Any other project not otherwise on this list that, in the opinion of the Planning Director or City Planner, would benefit from design review because of its visibility, scope, or historic merit, or potential for deprivation of private property rights of other landowners.

In addition, City-sponsored capital improvement projects may be referred to the Planning Commission for design review in an advisory capacity. Projects eligible for advisory review would include development within any City-owned park or open space. The decision on whether to refer a City-sponsored project for advisory Design Review would be made by the Planning Director or City Planner after consideration of the project's potential for aesthetic impacts and the potential benefit of input on project design.

18.73.020 Minor Design Review Permits for Certain Small Projects. A Minor Design Review Permit is required for any small project. A small project is defined as any new structure of less than 300 square feet, or an addition to an existing structure that adds less than 500 square feet of development or adds less than 10% of the size of the main structure, whichever is greater. Other projects that are at a similarly small scale, as determined by the Planning Director or City Planner, may be processed with a Minor Design Review permit.

18.73.030 Exceptions and Exemptions.

(a) A separate Design Review Permit is not required for those projects that require approval(s) under the jurisdiction of the Planning Commission (for example Conditional Use Permits) where the design of the project or development would be a part of the Planning Commission's consideration of the request.

(b) Notwithstanding the requirements set forth in Sections 18.73.010 and 18.73.020, the following projects do not require a Design Review Permit:

1. Interior alterations of structures other than historical landmarks, as long as such alterations do not result in any changes to the exterior of the building.
2. Structures or additions to existing structures on lots zoned single-family residential in areas outside of the Central Business District or which are located on streets other than Guadalupe Street or Main Street.
3. New structures in any Commercial, Industrial, or Mixed Use zoning district less than 200 square feet in size, unless such structure(s) because of the visual sensitivity of the site combined with its proposed location, architectural style, or would, in the opinion of the Planning Director or City Planner, result in a potential visual impact.

18.73.040 Application -- Information required. The applicant shall submit an application that meets the requirements of the City's Planning Application packet, but at a minimum, consisting of the following:

1. A completed Planning Application form, including a written project description discussing all existing and proposed structures and uses
2. The required application fee
3. Eight (8) plan sets, including a site plan, floor plans, a roof plan, and complete set of elevations
4. Landscape plans, if applicable and deemed necessary by Planning staff
5. Site photos including photos from any street frontage.
6. Two (2) sets of mailing labels with the addresses of property owners within a 300 feet radius of the subject property, and adequate first-class postage for two mailings to these recipients. A third or fourth review would require additional mailing labels and postage.

18.73.050 Application -- Fee. A fee set by City Council resolution shall accompany the application. This fee shall permit up to two rounds of review by the Planning Commission, and a separate fee set by City Council resolution shall be charged for any third or fourth round of review by the Planning Commission. Separate fees may be established by City Council Resolution for small projects as defined in Section 18.73.020.

18.73.060 Decision Maker. Design Review Permits will be considered by the Planning Commission. The Commission may approve, conditionally approve, or deny a Design Review Permit.

18.73.070 Notice to Adjacent Properties. For all regular Design Review Permits, notice of a pending Design Review Permit application shall be mailed to adjacent property owners within a 300-foot radius of the proposed development. Notices shall be mailed out at least 10 calendar days in advance of the meeting at which the Planning Commission will consider the Design Review Permit. Minor Design Review Permit applications shall not require mailed notices to be sent.

For both regular Design Review Permits and Minor Design Review Permits, at least 10 calendar days prior to the meeting at which the Planning Commission will consider the Design Review Permit, at least one notice of the pending Design Review Permit application shall be posted in a publicly-accessible location on the site, with such notice maintained on site until the day after the Planning Commission meeting.

18.73.080 Procedure. The procedure for requesting and obtaining a Design Review Permit is as follows:

1. An applicant requesting a zoning clearance is notified by City staff, after reviewing the project's location and description, that a Design Review Permit is required prior to consideration of the zoning clearance.
2. The applicant fills out a permit application for Design Review and submits the required application fee.
3. Staff reviews the application materials, conducts a preliminary review of the project's compliance with Zoning Code requirements, and determines if the application is complete or if additional materials are needed.
4. Once application is complete, the request is placed on the agenda for the next available Planning Commission meeting. Plan sets associated with the request would be included in each Commissioner's packet for review prior to the meeting.
5. During the Planning Commission's consideration of the request, the applicant and their architect or agent would present the project and field any questions from the Commission. If the design is acceptable as proposed or with minor changes or revisions that are of the nature that they could be verified by staff without the need for returning to the Commission, the Design Review Permit may be approved or conditionally approved. If more substantive revisions are deemed necessary, the Commission's comments at the meeting shall be conveyed to the applicant, who would then have the responsibility for addressing these comments through the preparation of revised plans.
6. If on a fourth review of the project by the Planning Commission, the applicant's design is still not acceptable or conditionally acceptable to a majority of the Commission, the Design Review Permit shall be denied, and the applicant shall not be permitted to resubmit a Design Review Permit for the same project for a period of twelve (12) months from the date of denial.

7. Upon any approval of a Design Review Permit, the applicant may then proceed with a request for a zoning clearance for the proposed development. The approved set of plans would be maintained with the file for verification of compliance once construction drawings are submitted to the Building Dept.

18.73.90 Components of Review. The Planning Commission shall consider the following design components when considering an application for a Design Review Permit:

1. Overall design of new or enlarged structures and the architectural style.
2. Physical and design relation with existing and proposed structures on the same site and in the immediately affected surrounding area.
3. Site layout, orientation, and location of buildings, and relationship with open areas and topography.
4. Colors, types, and variation of building materials.
5. Height, bulk, scale and area coverage of buildings and structures and other site improvements.
6. Potential interference with existing scenic views.
7. Height, materials, colors, and variations in boundary walls, fences, or screen planting.
8. Location and type of existing and proposed landscaping.

18.73.100 Findings Required for Approval. Prior to approval of a Design Review Permit, the Planning Commission shall make all of the following findings:

1. The buildings, structures, and landscaping are appropriate and of good design in relation to other buildings, structures, and landscaping, on-site or in the immediate vicinity of the project.
2. The development will be compatible with the neighborhood, and its size, bulk and scale will be appropriate to the site and the neighborhood.
3. There is harmony of material, color, and composition of all sides of a structure or buildings as well as consistency and unity of composition and treatment of exterior elevation.
4. Any mechanical or electrical equipment is well integrated in the total design concept and screened from public view to the maximum extent practicable.
5. All visible onsite utility services are appropriate in size and location.
6. The grading will be appropriate to the site.
7. Adequate landscaping is provided in proportion to the project and the site with due regard to the preservation of existing trees, and existing native vegetation, and adequate provision will be made for the long-term maintenance of such landscaping.
8. The development will not adversely affect significant public scenic views.
9. All exterior site, structure and building lighting is well-designed and appropriate in size and location.

10. The proposed development is consistent with any additional design standards as expressly adopted by the City Council.
11. The project architecture will respect the privacy of neighbors and is considerate of solar access.
12. The project will provide for adequate street design and sufficient parking for residents and guests in a safe and aesthetically pleasing way.
13. The proposed development as shown on the project plans is in conformance with all applicable policies of the General Plan and the requirements of this title.

18.73.110 Appeals of Planning Commission Decision. Appeals of any Planning Commission final decision under this chapter shall conform to the requirements of Chapter 18.80.

18.73.120 Expiration and Extension.

(a) A Design Review Permit shall expire two (2) years after final approval, if a building permit for the project has not been obtained by the applicant or the successor in interest.

(b) The Planning Commission may grant up to two (2) one-year extensions for good cause. A request for an extension shall be made in writing and filed sufficiently in advance of the expiration date to allow the request to be considered at a regular meeting of the Planning Commission.

Section 2. Savings and Interpretation Clause. This ordinance shall not be interpreted in any manner to conflict with controlling provisions of state law, including, without limitation, the Government Code of the State of California. If any section, subsection or clause of this ordinance shall be deemed to be unconstitutional or otherwise invalid, the validity of the remaining sections, subsections and clauses shall not be affected thereby. If this ordinance, or any section, subsection or clause of this ordinance shall be deemed unconstitutional or invalid as applied to a particular appeal, the validity of this ordinance and its sections, subsections and clauses in regards to other contracts, shall not be affected.

Section 3. Publication and Effective Date. Within fifteen (15) days after passage, the City Clerk shall cause this ordinance to be posted in three publicly accessible locations in the City. The ordinance shall take effect thirty (30) days after adoption.

INTRODUCED at a regular meeting of the City Council held this 8th day of April, 2008 on motion of Councilmember Julian, seconded by Councilmember, Ponce and on the following roll call vote, to wit:

AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN:

PASSED AND ADOPTED at a regular meeting of the City Council held this 22nd day of April, 2008 on motion of Councilmember **Julian**, seconded by Councilmember **Lizalde**, and on the following roll call vote, to wit:

AYES: 4 Julian, Lizalde, Ponce, Sabedra
NOES: 0
ABSENT: 1 Alvarez
ABSTAIN: 0

CITY OF GUADALUPE

BY: Virginia Ponce
Mayor Pro Tem, Virginia Ponce

ATTEST:

Brenda Hoff
City Clerk

case, while many of the details of the tank replacement project were established prior to the City's adoption of the Design Review process, there are two components that remain subject to additional City direction: the font and style of the tank's lettering, and the style and type of lighting proposed for the tank structure.

The City Council has provided direction on the content and general size of the lettering to be affixed to the tank, which will say:

City of Guadalupe
Gateway to the Dunes

These words will be affixed to two (opposite) sides of the tank, with the final orientation subject to further direction from the City. The proposed lettering is depicted in the project elevation, which is included in the site plans (Attachment 1). Lighting details are also depicted on the elevation sheet (Sheet TP-02).

The Planning Commission is being asked to provide input on the proposed font, proposed lettering style (title case, all capitals, etc.), and specific orientation of the lettering. The current wording faces north and is not as prominently visible as a more westerly orientation would provide. Comments on the proposed lighting are sought as well.

Site Information

LOCATION	Central Park, 4550 Tenth Street
APN	115-081-012
ZONING	O, Open Space
LOT SIZE	21,000 sq ft
PRESENT USE	City Park with Water Tower
SURROUNDING USES AND ZONING	North: Tenth Street then Senior Center; R-3 Multiple Dwelling (High Density) Residential East: Pacheco Street and Railroad then undeveloped lot; R-2 Multiple Dwelling (Medium Density) Residential South: O, additional park area West: Single- and multi-family residences; R-3 Multiple Dwelling (High Density) Residential

Vicinity Map



CEQA Review

The Planning Commission is conducting advisory review. The request is not a project pursuant to CEQA.

Next Steps

Planning staff will pass the Planning Commission's recommendations on to the City Engineer's office. Those that are feasible and do not lead to cost increases will likely be implemented. Should any recommended changes have financial impact these may be reviewed by the City Administrator and/or City Council.

ATTACHMENTS:

1. Project Site Plan and Elevations (Sheets SP-01, SP-02, and TP-02)
2. Font Samples of Tank Copy

AGENDA ITEM:

ATTACHMENT 1

Project Site Plan and Elevations (Sheets SP-01, SP-02, and TP-02)



DATE	10/20/07
BY	B. JAMES
CHECKED BY	B. JAMES
PROJECT NO.	SP-01
SHEET NO.	04
TOTAL SHEETS	04

SITE LOCATION
 2007 PUBLIC WORKS CENTRAL PARK
 ELEVATED WATER STORAGE TANK IMPROVEMENT PROJECT
 SANTA BARBARA COUNTY
 CITY OF GUADALUPE

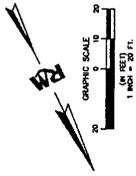
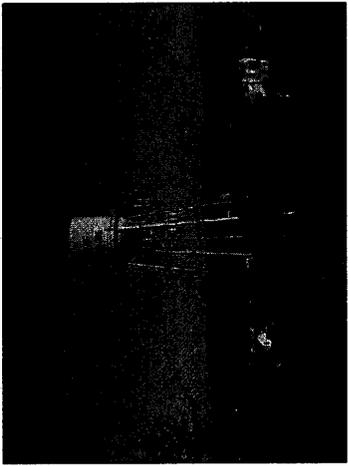
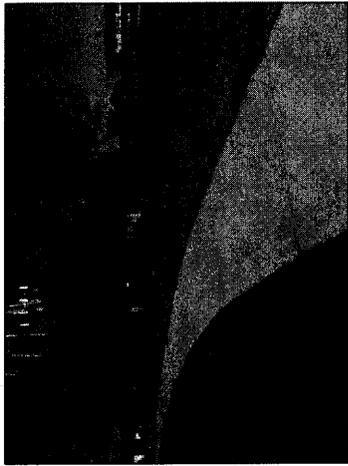
CITY OF GUADALUPE
 918 OBISPO STREET
 GUADALUPE, CA 93434
 PHONE: (805) 943-5912
 FAX: (805) 943-5912

#E-5857-2

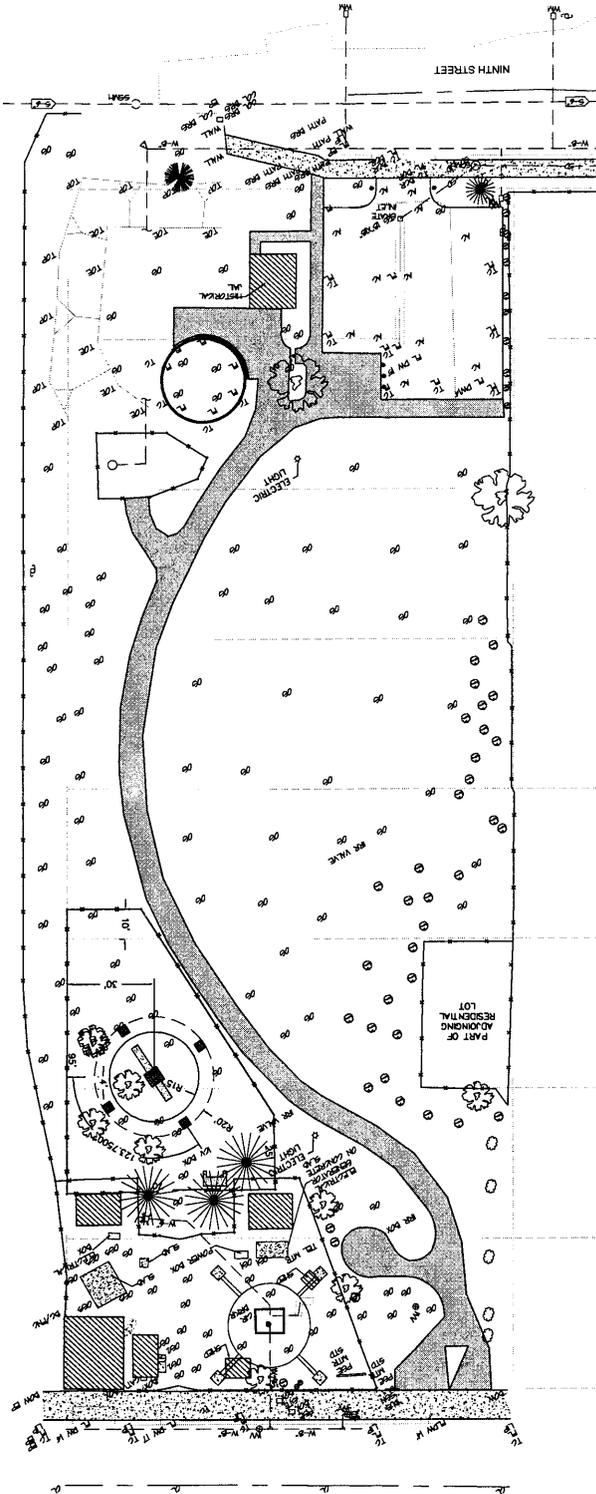
UNTIL SIGNED BY THIS OFFICE AND ALL AGENCIES LISTED IN THE CITY OF GUADALUPE WHICH ARE STILL IN THE DESIGN PHASE, THIS PLAN IS FOR INFORMATION ONLY AND DOES NOT CONSTITUTE A MINOR OR MAJOR ALTERATION.



RM ASSOCIATES
 Civil and Environmental Engineers
 Economic and Community Development Consultants
 1505 N. Wilson Avenue
 Fresno, California 93728
 Phone: 559.237.4818
 E-mail: admin@rm-assoc.com



PACHECO STREET



TENTH STREET

NINTH STREET

DATE: OCTOBER 2007
 DRAWN BY: B. JAMES
 CHECKED BY: SP-02
 SHEET NO: 7
 OF 14 SHEETS

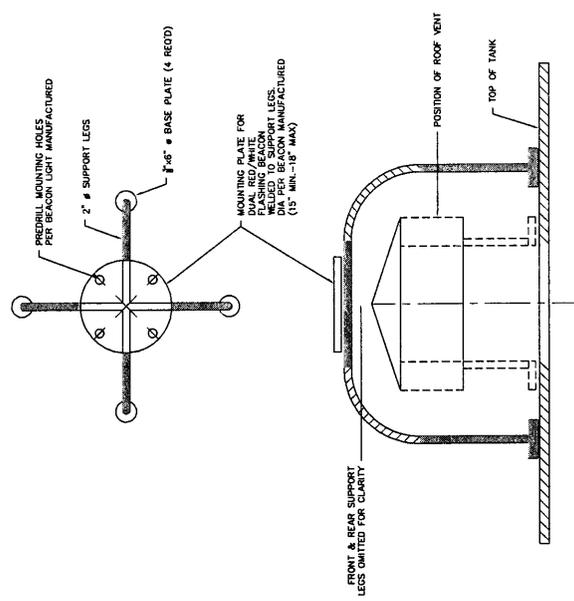
SITE PLAN
 2007 PUBLIC WORKS CENTRAL PARK
 ELEVATED WATER STORAGE TANK IMPROVEMENT PROJECT
 SANTA BARBARA COUNTY

CITY OF GUADALUPE
 918 OBISPO STREET
 GUADALUPE, CA 93434
 PH: (805) 343-1340
 FAX: (805) 343-5512

UNTIL SIGNED BY THIS OFFICE
 THE APPROVAL BLOCK, THESE
 WHICH ARE STILL IN THE DESIGN
 STAGE AND MAY BE SUBJECT TO
 MINOR OR MAJOR ALTERATION



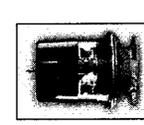
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 E-mail: admin@rm-assoc.com



MA
PREFABRICATED PIPE ASSEMBLY FOR MOUNTING THE DUAL RED/WHITE FLASHING BEACON TO TOP OF TANK

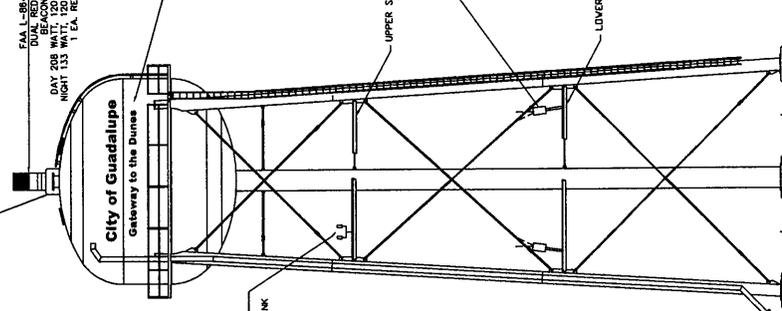
City of Guadalupe Gateway to the Dunes

TS TANK SIGNAGE DETAIL

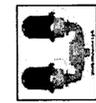


PREFABRICATED DUAL RED/WHITE BEACON LIGHT MOUNTING ASSEMBLY

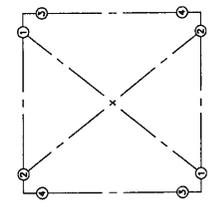
FALL 1-36V/1.85A
DUAL RED/WHITE BEACON LIGHT
DAY 200 WATT, 120 VOLTS
NIGHT 135 WATT, 120 VOLTS
1 EA. REQUIRED



FALL 1-36V
DUAL RED/WHITE BEACON LIGHT MOUNTING ASSEMBLY
1 EA. REQUIRED



TANK ILLUMINATION LIGHTS
PART-54 500 WATT, 120 VOLT
1 EA. REQUIRED
TWO (2) LIGHTS-TWO (2) OPPOSITE SIDES (SEE DETAIL BELOW) TO A 20 AMP CIRCUIT.
FOUR (4) CIRCUITS REQUIRED. EACH CIRCUIT TO BE CONTROLLED BY A PHOTO-ELECTRIC CELL. THE PHOTO-ELECTRIC CELL SHOULD BE SET TO SHUT OFF POWER FOR CLOCK NORMAL DURATION FROM DUSK TO MIDNIGHT ON ONE HOUR OFF THREE HOURS COMPLETE CYCLE FOR EACH LIGHTING CIRCUIT WILL BE FOUR HOURS



<p>RM ASSOCIATES Civil and Environmental Engineers Economic and Community Development Consultants 1505 N. Windsor Avenue Mesa, AZ 85203 Phone: (520) 460-1000 Fax: (520) 237-4818 E-mail: eric@rm-assoc.com</p>	<p>UNLESS OTHERWISE NOTED, ALL DIMENSIONS ARE IN FEET AND INCHES. DIMENSIONS IN PARENTHESES ARE FOR INFORMATION ONLY. REVISIONS: 1. 11/10/07 2. 11/10/07 3. 11/10/07 4. 11/10/07</p>	<p>DATE: OCTOBER 2007 DRAWING NO: TP-02 SHEET NO: 13 OF 14 SHEETS</p>
		<p>PROJECT: ELEVATED TANK DETAILS 2007 PUBLIC WORKS CENTRAL PARK ELEVATED WATER STORAGE TANK IMPROVEMENT PROJECT</p>
<p>CITY OF GUADALUPE 845 OUSDO STREET GUADALUPE, CA 92034 PH: (805) 343-3346 FAX: (805) 343-5512</p>	<p>CITY OF GUADALUPE ELEVATED TANK DETAILS 2007 PUBLIC WORKS CENTRAL PARK ELEVATED WATER STORAGE TANK IMPROVEMENT PROJECT</p>	<p>DESIGNED BY: JAMES JONES CHECKED BY: JAMES JONES DATE: 10/10/07</p>

ATTACHMENT 2

Font Samples of Tank Copy

City of Guadalupe
Gateway to the Dunes

(Arial Black-proposed)

CITY OF GUADALUPE
GATEWAY TO THE DUNES

(ARIAL BLACK)

City of Guadalupe
Gateway to the Dunes

(Bookman Old Style)

CITY OF GUADALUPE
GATEWAY TO THE DUNES

(BOOKMAN OS)

City of Guadalupe
Gateway to the Dunes

(Times New Roman)

CITY OF GUADALUPE
GATEWAY TO THE DUNES

(TIMES NEW ROMAN)

City of Guadalupe
Gateway to the Dunes

(Lucinda Sans)

CITY OF GUADALUPE
GATEWAY TO THE DUNES

(LUCINDA SANS)

City of Guadalupe
Gateway to the Dunes

(Palatino Linotype)

CITY OF GUADALUPE
GATEWAY TO THE DUNES

(PALATINO)

City of Guadalupe
Gateway to the Dunes

(Garamond)

REPORT TO THE PLANNING COMMISSION
September 16, 2008

151
Prepared By:
Rob Mullane, City Planner

OK
Approved By:
Carolyn Galloway-Cooper

SUBJECT: Planning Commission Workshop #8: Community Design and Application Review

EXECUTIVE SUMMARY:

This is eighth in a series of workshops for the Planning Commission. This workshop will provide an overview of Community Design and Application Review: the eighth chapter of the *Planning Commissioner's Handbook*, a resource produced by the League of California Cities.

This series of workshops uses the Planning Commissioner's Handbook as a guide for content. The goal of these workshops is to increase each Commissioner's comfort level with the role and responsibilities of the Planning Commission.

RECOMMENDATION:

- 1) Receive a presentation from staff
- 2) Allow for questions and answers on topics presented by staff

BACKGROUND:

The provision of workshops or trainings for the Planning Commission has been a desire of City Management, City Council, and the Planning Commission. Such workshops are valuable all Commissioners, whether new to the Commission or not, as a review of key concepts or to introduce new changes to City procedures, regulations, and State law.

This workshop series started at the September 18, 2007 Planning Commission meeting, with subsequent workshops on October 16, 2007, January 15, 2008, April 15, 2008, May 20, 2008, June 17, 2008, and August 19, 2008. This workshop, like previous workshops, is intended to allow a free discussion of the concepts and issues presented.

DISCUSSION:

This workshop focuses on the topics covered in Section 8 of the *Planning Commissioner's Handbook*. Section 8 covers Community Design and Application Review, which includes:

- Reviewing Project Applications

- A Primer: 10 Basic Elements of Community Design
- The Typical Application
- How to Review an Application
- Review Question Checklist

The Commission previously received copies of the Planning Commissioner's Handbook, and having these handbooks at the meeting will be helpful to follow along with the staff presentation. For the benefit of the public, Chapter 8 of the handbook is included as Attachment 1 to this staff report.

ATTACHMENTS:

- 1) Excerpt of Planning Commissioner's Handbook: Chapter 8

AGENDA ITEM:

ATTACHMENT 1

**EXCERPT OF THE PLANNING COMMISSIONER'S
HANDBOOK: CHAPTER 8**



SECTION 8

Community Design & Application Review

REVIEWING
PROJECT APPLICATIONS93

A PRIMER: 10 BASIC ELEMENTS
OF COMMUNITY DESIGN93

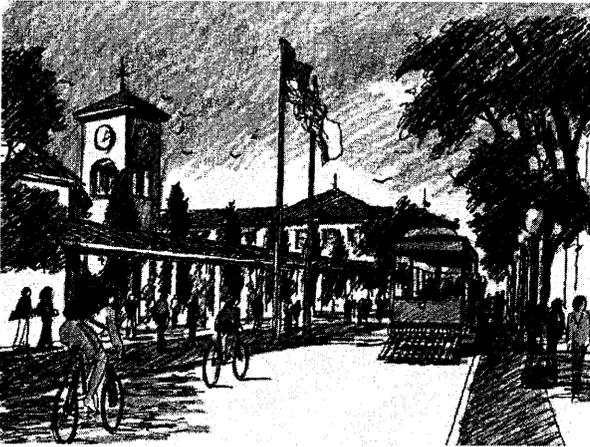
THE TYPICAL APPLICATION97

HOW TO REVIEW
AN APPLICATION99

REVIEW QUESTION CHECKLIST100

SECTION 8

Community Design & Application Review



REVIEWING PROJECT APPLICATIONS

As you review project applications, you will be evaluating the project's design and fit with the surrounding community. Good design is part art and part science. It might be called the process of connecting form and structure to build community. Thought of in this way, design is more than just determining whether a particular building is aesthetically attractive. It is also contextual: does the proposed use build community? How does the project relate to its surrounding environment? What should the community look like? Are there community needs that are not being met?

Over time, you will see your community less as a collection of buildings and streets and more as an interwoven fabric of forms and uses that shapes lives.

This big picture perspective is precisely what you are asked to provide as a planning commissioner. Owners, architects, builders, and neighbors often have their own interests in mind in the development process. Your role is to assure that long-term community needs are addressed as well. Remember, your community will still be living with the activity and architecture at a project site long after the owner has developed and sold the property.

The challenge is to incorporate big picture concepts into the weekly or monthly act of ruling on individual project applications. Long-term community goals must also be balanced against economic, legal, safety, and political concerns. For example, you may suggest a narrower street design to create a more compact feel in a planned neighborhood, only to find that the fire marshal wants extra-wide streets to assure that emergency vehicles can get through in any situation. All of these are valid concerns, which makes your role challenging to say the least. Yet it is the sum of these incremental decisions, the ones made day after day, that will ultimately shape the future of your community.

A PRIMER: 10 BASIC ELEMENTS OF COMMUNITY DESIGN

Any discussion about “good” design soon evokes intangible phrases like “sense of place” or “quality of life.” These things are difficult to define, although you may already have an idea of what they mean to you. A



Want To Learn More?

Continuing to learn about urban design will influence how you think about your surroundings. You might consider inviting a panel of architects and designers to a forum on how urban design has shaped, or might shape, your community. Discussion can lead to a better understanding of the role design plays in shaping communities and ways to encourage good design.

thorough treatment of urban design is beyond the scope of this book. However, you may find it useful to understand some of the main themes that architects, planners, and developers often discuss. The following ten principles¹ are by no means exhaustive, but provide you with a starting point to begin the discussion of what constitutes “good” design.

- **Build to Human Scale.** Good urban design is people-oriented. This concept is often expressed as “pedestrian friendly” and “built to human scale.” Buildings, streets, and open spaces should add to the experience of the individual. People like places where they can walk comfortably, admire a view, get a cup of coffee, see interesting buildings, meet a friend, or just people-watch. Large buildings with long, unbroken walls create dead spaces that people tend to avoid. Architectural features—like windows, doorways, balconies, and cornices—assure that buildings relate to the pedestrian. A traditional retail block, for example, may have four or five stores at a scale that is inviting to shoppers and passers-by. New development can create additional spaces—like small plazas or landscaped walkways—between buildings and wider sidewalks to accommodate outdoor cafes and other seasonal uses.
- **Design for Comfort and Safety.** To enjoy a space, people need to feel comfortable and secure. Architecture that isolates people—long, narrow passageways, for example—creates a feeling of insecurity. Amenities like good walking surfaces, shelter, shade, and interesting things to look at add to comfort. People feel more secure when they can see—and be seen by—other pedestrians. This is sometimes referred to as “eyes on the street” design. A good way to test whether a place will be physically comfortable is to ask yourself whether you would enjoy being there.
- **Create Places to Congregate.** Places where people congregate should offer a variety of activities. Choice makes a place more interesting. For example, shopping areas are a natural collection point. People will enjoy the space more if they can also sit outside, walk, meet a friend, or order a meal in the same area. Good design provides such choices in order to create and encourage neighborhood energy and vitality.
- **Assure Circulation and Accessibility.** Assuring circulation and accessibility involves creating safe, efficient passageways for cars, pedestrians, and other transportation options. Excessively wide streets, intermittent sidewalks, and poor circulation plans can create confusion for pedestrians and increase the chance of accidents. Creating separate paths for different uses can increase safety. In many cases, simple devices—like curbs and landscaping—assure this separation. Separate pathways can connect areas in ways that roadways often cannot. Many communities supplement walking, biking and driving options with public transit such as light rail and bus lines.
- **Mark Transitions and Boundaries.** Most people like to know where one neighborhood ends and another begins. A logical world with good spatial definition orients people. Transitions can tell people when they leave and enter town, what is public and private, where to sit and meet, where to stroll, and where to drive. Many towns are already informally divided into districts or neighborhoods based on existing landmarks. Reinforcing these boundaries—or creating new ones—provides a sense of order. The design of a neighborhood suggests what types of activities will take place there. Variations in building shape, doorway design, paving materials, curbs, landscaping, street

furniture, elevation, and signage let people know where one area or neighborhood gives way to another.

- **Connect Streets and Sidewalks to Buildings.**

Buildings are usually designed to serve the needs of the occupants. However, unless buildings are also oriented to the outside, they will not serve the needs of the community. Small setbacks, interesting doorways and porches, and large windows can help create vital neighborhoods with lots of eyes on the street, which increases safety. Large display windows, detailed architectural designs, and parking lots placed behind buildings allow commercial activities to “spill” out onto the sidewalk. An active interface between building and street creates vibrant areas that people want to visit.

- **Add Detail and Variety.** Most people prefer a degree of aesthetic complexity and variety. Murals, attractive sidewalk designs, and the occasional fountain make public spaces more interesting. Architectural differentiations in materials, textures, roof shape, trim, and size also create variety. Monotonous facades symbolize institutionalism. To avoid this perception, make sure facades are broken into smaller units with varying shapes, sizes, windows, textures, colors, and perhaps even balconies.

- **Provide Cohesion and Balance.** Encourage architectural compatibility to increase the feeling of interconnection. New buildings should reflect, but not exactly replicate, the design and scale of existing buildings. Building height, size, roof shape, doorways, and materials are all design elements that can be made compatible without stamping out originality. Repeating small but obvious elements—like signage, lampposts, and curbs—on a neighborhood or district level also creates cohesion.

- **Stay True to Function.** Great design will not make up for poor function. Buildings and design must serve their purpose. People must be able to work, shop, and move efficiently through buildings and surrounding areas. For example, a project that relies on heavy pedestrian traffic should have wide sidewalks and places for people to rest. Overlooking these features may endanger the underlying economic purposes of



Yesterday and Today

In this excerpt from his book *The Great Good Place*, Ray Oldenburg describes how changes in urban design contributed to the decline of a once vibrant downtown. Oldenburg, a sociology professor at the University of West Florida in Pensacola, argues that a community’s social vitality suffers without “third places” where people can gather to enjoy one another’s company apart from work and home.²

In River Park [in 1940] informal socializing spilled out into the street and into places of commerce. . . The more gregarious or less busy citizen might take an hour to negotiate one block of Main Street, for there were always a good many people walking or lounging along it during daylight hours. . . The old-timers liked nothing better than to talk with the more active people of the community and keep up on things.

If one were to visit River Park today, one would see quite a different place. . . The people are largely gone from the street now, as are the physical amenities that earlier accommodated them.

The architecture of Main Street has changed noticeably. The earlier storefronts featured large windows and the majority of them had outdoor seating, in most cases integral to their architecture. Wide steps and Kasota stone slabs that flanked the entrances were heavily used by those who found them cool places to sit in the summer. . . Large windows and the encouragement to lounge at the portals combined to unify indoors and out and to encourage a ‘life on the street’ as well. That outdoor seating is all but gone now. The new storefronts are tight against the street and their much smaller windows allow little seeing in or seeing out.

² Ray Oldenburg, *The Great Good Place* (Paragon House, 1989), reprinted in *Planning Commissioner Journal Reprints: Design & Aesthetics* (p. 5).

THE AHWAHNEE PRINCIPLES

In 1991, a group of highly acclaimed leaders in land use planning and architecture came together to develop a set of forward-looking principles for new development. These principles were then presented to about 100 local elected officials at a conference at the Ahwahnee Hotel in Yosemite National Park. There they received both an enthusiastic response and their title: the Ahwahnee Principles.

Preamble:

Existing patterns of urban and suburban development seriously impair our quality of life. The symptoms are: more congestion and air pollution resulting from our increased dependence on automobiles, the loss of precious open space, the need for costly improvements to roads and public services, the inequitable distribution of economic resources, and the loss of a sense of community. By drawing upon the best from the past and the present, we can plan communities that will more successfully serve the needs of those who live and work within them. Such planning should adhere to certain fundamental principles.

Community Principles:

- All planning should be in the form of complete and integrated communities containing housing, shops, work places, schools, parks and civic facilities essential to the daily life of the residents.
- Community size should be designed so that housing, jobs, daily needs and other activities are within easy walking distance of each other.
- As many activities as possible should be located within easy walking distance of transit stops.
- A community should contain a diversity of housing types to enable citizens from a wide range of economic levels and age groups to live within its boundaries.
- Businesses within the community should provide a range of job types for the community's residents.
- The location and character of the community should be consistent with a larger transit network.
- The community should have a center focus that combines commercial, civic, cultural and recreational uses.
- The community should contain an ample supply of specialized open space in the form of squares, greens and parks whose frequent use is encouraged through placement and design.
- Public spaces should be designed to encourage the attention and presence of people at all hours of the day and night.
- Each community or cluster of communities should have a well-defined edge, such as agricultural greenbelts or wildlife corridors, permanently protected from development.
- Streets, pedestrian paths and bike paths should contribute to a system of fully-connected and interesting routes to all destinations. Their design should encourage pedestrian and bicycle use by being small and spatially defined by buildings, trees and lighting; and by discouraging high speed traffic.
- Wherever possible, the natural terrain, drainage and vegetation of the community should be preserved with superior examples contained within parks or greenbelts.
- The community design should help conserve resources and minimize waste.
- Communities should provide for the efficient use of water through the use of natural drainage, drought tolerant landscaping and recycling.
- The street orientation, the placement of buildings and the use of shading should contribute to the energy efficiency of the community.

THE AHWAHNEE PRINCIPLES, *Continued*

Regional Principles:

- The regional land-use planning structure should be integrated within a larger transportation network built around transit rather than freeways.
- Regions should be bounded by and provide a continuous system of greenbelt/wildlife corridors to be determined by natural conditions.
- Regional institutions and services (government, stadiums, museums, etc.) should be located in the urban core.
- Materials and methods of construction should be specific to the region, exhibiting a continuity of history and culture and compatibility with the climate to encourage the development of local character and community identity.

Implementation Principles:

- The general plan should be updated to incorporate the above principles.
- Rather than allowing developer-initiated, piecemeal development, local governments should take charge of the planning process. General plans should designate where new growth, infill or redevelopment will be allowed to occur.
- Prior to any development, a specific plan should be prepared based on these planning principles.
- Plans should be developed through an open process and participants in the process should be provided visual models of all planning proposals.

the project. Urban design involves incorporating the functional needs of the project and society into the physical appearance of the urban environment.

- **Mix It Up.** One of the more exciting developments in recent years is the willingness of architects and developers to create mixed-use projects. Such projects provide a combination of housing, office, retail, and (sometimes) open space. This compact development pattern assures that there is activity around the property during the day and the evening—and provides new places for people to meet and congregate. At the same time, the proximity of people to multiple uses decreases dependence on cars.

These principles provide only a starting point. The field of urban planning and design is broad. You will likely learn more about good design as your term on the commission continues. Another way to gain more insight is to think about the places you like to go—shopping areas, neighborhoods, other cities, etc.—and note what makes them work.

THE TYPICAL APPLICATION

The typical development application comes in many forms. Planning commissioners may review tentative or parcel maps, planned unit developments, building permits, conditional use permits, certain types of variances, design review permits, development agreements, and possibly other things. The agenda for any given meeting may require you to review an addition to a single-family residence one minute and a complex mixed-use or multifamily development the next. The larger the project, the more factors—like circulation and grading—you will have to take into account. Even the smallest project is likely to raise a few unique issues. Your job is to make sure those issues are considered and addressed.

Planning commissioners are not usually responsible for assessing all of the technical merits of a development project. Staff will summarize the most important technical points in the staff report. Although you may not see (or need to see) all the information received by your planning staff, it may be helpful to know what type of information they use to evaluate a project. Each local agency maintains a detailed list of all information

needed from a project applicant, although most require the same basic information, including:³

- **Signed Application.** The applicant must sign the application.
- **Vicinity Map.** The vicinity map shows the general location of the project in relation to the neighborhood. Typically, the applicant is asked to submit a map of the area within a 300-foot radius of the project and a mailing list of property owners who must receive notice of the project. With new and expanding computer technology, some agencies are taking on this function as part of their service to project applicants.
- **Existing Facilities Map.** The existing facilities map shows all existing buildings, roads, walls, landscaping, signs, utilities, and easements on the property.
- **Site Plan.** The site plan provides a bird's eye view of the proposed project. The plan is drawn to scale (the same scale as the existing facilities map) and should be large enough to be easily discernable. Most agencies set a standard size for plans and may require reductions for distribution to the commission, governing body, and the public.
- **Grading Plan.** A grading and drainage plan shows the proposed topography at appropriate contour intervals. This information is frequently combined on a map or survey of existing topography.
- **Architectural Elevations.** Architectural elevations show all sides of all proposed structures on the site. Elevations should be shown unobstructed by proposed landscaping materials so that you can see entire buildings as they will be constructed, not necessarily as they may look in several years with mature landscaping.
- **Materials Board.** The materials board provides samples of all proposed building materials and their colors. The board should be cross-referenced with the architectural plans to make it easy to identify where each material will be used.
- **Landscape Plan.** The landscape plan shows the proposed groundcover, shrubbery, trees, and hardscape elements. It should indicate the size and types of proposed trees and show any existing trees to be retained on site.
- **Environmental Questionnaire.** The environmental questionnaire provides site-specific information

OTHER SPECIAL SUBMITTALS

Depending on the nature of the development, additional information may be needed for the project application, including:

- Traffic analysis reports
- Biological studies (endangered species)
- Utility reports (availability of water, sewer, electrical, drainage, etc.)
- Wall plans (if not supplied as part of landscape plans)
- Cross-sections of the site or buildings (these are helpful in understanding complex structures and in determining the adequacy of proposed screening techniques for outdoor storage and mechanical equipment)
- Phasing plan for large multi-phased projects
- Renderings (colored drawings or computer-enhanced pictures showing buildings as they will appear when finished, including landscaping, special features, signs, and the surrounding environment)
- Color photographs to help in visualizing the project site and the surrounding area
- Lighting plan
- Sign plan

³ Cal. Gov't Code § 65940.

necessary to assess whether or not the project could have a significant impact on the environment.

HOW TO REVIEW AN APPLICATION

A reviewer can get a basic understanding of a project by going through the following steps. The accompanying table—entitled Review Question Checklist (see next page)—provides a more detailed list.

- **Check the Scale of the Plans.** Understanding scale will help you get a feel for the actual size of the project. Check to see if the plans are drawn at ¼" to 1'0 scale (one quarter inch on the plan equals one foot on the site), ⅛" to 1'0, or perhaps even ⅓₀" to 1'0 scale for very large projects. A good way to interpret plans on a human scale is to judge them in five- to six-foot increments to see how the scale matches the size of a typical person.
 - **Compare to the General Plan and the Zoning Code.** Is the project consistent with the general plan and the zoning code? Look at the range of permitted uses, density, housing needs, building heights, circulation, environmental issues like habitat preservation and open space protection, etc. If the applicant seeks a zone change or general plan amendment, you may want to consider whether the project's benefits justify the change.
 - **Compare the Vicinity Map and the Site Plan.** How does the proposed project fit in with the existing community? Is it compatible with surrounding properties and the street? Is there any relationship between adjacent buildings (both on and off the project site), such as pedestrian walks, window-to-window visual contact, noisy areas adjacent to quiet areas, or shadows cast over plaza areas? Can changes in the design address potential conflicts?
 - **Determine If There Are Views Worth Protecting.** Would the project obstruct the view of a landscape or landmark? Is there a view of a feature on the site itself that should be protected? (It may help to visualize the site in various places to make this analysis). If so, does the site plan and architecture take these views into account?
-
- **Review Existing and Proposed Contours and the Grading Plan.** An outline of the building should be drawn on a topographical map. How much grading is proposed? Make sure that floor elevations and parking facilities will be graded to levels that are consistent with the landscaping plan. Make sure the floor elevations and parking lot grades are not so high that buffers such as landscaping would be ineffective.
 - **Locate Existing Trees.** Will existing trees be removed? Can and should they be saved? Does the proposed landscaping include replacement trees?
 - **Check the Circulation Pattern.** How easily can people reach the site by various modes of transportation? Check circulation elements for transit riders, cars, delivery vehicles, pedestrians, and bicycles. Are there points of conflict, such as walkways that would lead pedestrians through traffic or between cars?
 - **Locate Landscaped Areas.** Do landscaped areas soften buildings, break up parking areas and long, blank portions of wall? Is the selection of plants and trees appropriate for the climate? Are planters large enough to accommodate desirable amounts of landscaping? Are there areas for special landscape and hardscape treatment? Do trees have enough space to grow and remain healthy without damaging sidewalks? Is there a maintenance system, such as drip irrigation?
 - **Check the Materials and Architectural Elements.** Review the materials and architectural elements of the project. Do they incorporate features that are

Review Question Checklist

The answers to these questions will help you determine the overall value of a project and form the basis for your review. Of course, not all questions will apply to every project.

1	General
<ul style="list-style-type: none"> <input type="checkbox"/> Does the project further the goals of the general plan? <input type="checkbox"/> Are comfort needs—shade, seating, etc.—addressed? <input type="checkbox"/> Do buildings interact with the street? <input type="checkbox"/> Is the site oriented toward common areas to provide “eyes-on-the-street” security? <input type="checkbox"/> Are there community spaces to serve as social and design focal points? <input type="checkbox"/> Is the impact on environmentally critical areas—like steep slopes, wetlands, and stream corridors—minimized? <input type="checkbox"/> Does the project contribute to the development of complete, integrated neighborhoods? <input type="checkbox"/> Does the project add to a mix of uses in the neighborhood? <input type="checkbox"/> Does the project contribute to the efficient use of existing infrastructure? 	

2	Layout
<ul style="list-style-type: none"> <input type="checkbox"/> Are buildings laid out sensibly? <input type="checkbox"/> Is the site crowded, i.e. too much paving and building with too little landscaping? <input type="checkbox"/> Are buildings sited to consider shadows, climate, noise, and safety? <input type="checkbox"/> How does the project affect the privacy and views of neighboring properties? 	

3	Buildings & Architecture
<ul style="list-style-type: none"> <input type="checkbox"/> Is the scale and mass of new structures compatible with (but not necessarily the same as) surrounding structures? <input type="checkbox"/> How does the scale of the buildings relate to the street? <input type="checkbox"/> Are the facades varied and interesting or flat and monotonous? <input type="checkbox"/> Are building facades carefully detailed, especially at the base; along cornices, eaves, and parapets; and around entries and windows? <input type="checkbox"/> What materials will be used? Are they high-quality, long-lasting materials like tile, stone, stucco, or wood? <input type="checkbox"/> Does roof design add to buildings and conceal roof-mounted equipment? 	

4	Topography
<ul style="list-style-type: none"> <input type="checkbox"/> Does the project “work” with the existing topography? Do buildings follow the natural contours of the land? <input type="checkbox"/> Will there be drainage problems? <input type="checkbox"/> Are there unsightly ditches, channels, or swales? Can they be aesthetically treated (natural) or underground? <input type="checkbox"/> Can significant trees be saved by revising the grading around them? 	

5	Pedestrian Scale
<ul style="list-style-type: none"> <input type="checkbox"/> Is the site and building design comfortable and convenient? <input type="checkbox"/> What type of access is there to nearby transit stops, shopping, and parks? <input type="checkbox"/> Can a pedestrian access all major activities both on and off site? <input type="checkbox"/> Are the main entries clearly defined with covered porches or other pronounced architectural forms? <input type="checkbox"/> Do commercial buildings abut the street with parking located behind? <input type="checkbox"/> Do visible trash receptacles complement the architecture? <input type="checkbox"/> Is there variety and detail from the pedestrian perspective? <input type="checkbox"/> Are high-density areas supported by alternative forms of transportation? <input type="checkbox"/> Do pedestrians know their options (sit and relax, enter a building, walk quickly, stop and look, cross a road, etc.)? 	

6	Circulation
<ul style="list-style-type: none"> <input type="checkbox"/> Does the project promote alternative transportation modes and help alleviate peak-hour traffic congestion? <input type="checkbox"/> Are transit stops accessible from the site? <input type="checkbox"/> Are entry and exit points safe with good sight distances? <input type="checkbox"/> How will a cyclist access the site? <input type="checkbox"/> Are street access points coordinated with median openings and access points on the opposite side of the street? <input type="checkbox"/> Have the number of driveways onto adjacent streets been minimized? <input type="checkbox"/> Are acceleration and deceleration lanes needed and provided on arterial streets? <input type="checkbox"/> Does the on-site circulation system make sense (no dead-end aisles, limited parking along main drives)? Is there a hierarchy of driveways from public streets to main drives to parking bays? <input type="checkbox"/> Is an adequate turning radius provided for large trucks and emergency equipment? <input type="checkbox"/> Is auto access for corner developments on side streets or on primary arterials? 	

Review Question Checklist, Continued

7	Conservation and Energy
<ul style="list-style-type: none"> <input type="checkbox"/> Does the project endanger sensitive environmental resources? <input type="checkbox"/> Does the design of buildings and landscaping promote water conservation through choice of plants, materials, and irrigation systems? <input type="checkbox"/> Is outdoor solar lighting feasible? <input type="checkbox"/> Does the site plan reduce erosion and minimize impervious surfaces? <input type="checkbox"/> Does the project include energy-efficient heating and cooling systems, windows, appliances, and lighting? <input type="checkbox"/> Was selection of materials based on recyclability and durability? <input type="checkbox"/> Is the building oriented to maximize natural heating, cooling, and lighting? <input type="checkbox"/> Have the potential shading effects on adjacent properties been considered? 	

8	Housing (If Applicable)
<ul style="list-style-type: none"> <input type="checkbox"/> Are there a variety of housing types, densities, prices, and rents? <input type="checkbox"/> Are there affordable units? <input type="checkbox"/> If the project includes higher-density units, are they organized around usable common space? 	

9	Parking
<ul style="list-style-type: none"> <input type="checkbox"/> Are adequate spaces provided? <input type="checkbox"/> Does the number and location of disabled spaces make sense? <input type="checkbox"/> Do aisle widths meet standards or have they been oversized? <input type="checkbox"/> Are there paved areas that should be landscaped? <input type="checkbox"/> Are parking areas sited in the rear to minimize the visual impact of parked cars? <input type="checkbox"/> Is underground parking appropriate? 	

10	Buffering
<ul style="list-style-type: none"> <input type="checkbox"/> Is noise that might be created by traffic or air conditioning minimized? <input type="checkbox"/> Are loading areas and garbage disposal areas screened from view? <input type="checkbox"/> Will persons on surrounding properties be able to look down on storage, loading, or garbage areas? Can these views be mitigated? 	

11	Citizen Involvement
<ul style="list-style-type: none"> <input type="checkbox"/> Did the applicant get meaningful public participation from neighboring residents and the community as a whole? 	

12	Loading
<ul style="list-style-type: none"> <input type="checkbox"/> What type of loading will occur? <input type="checkbox"/> Does the plan provide adequate maneuvering, loading, and drop-off areas? <input type="checkbox"/> Does the location of loading areas assure ease of delivery service with minimal conflicts with customers and adjacent properties? 	

13	Landscaping
<ul style="list-style-type: none"> <input type="checkbox"/> How are focal areas—like site entrances, street corners, building entrance, plazas, and architectural elements—treated? <input type="checkbox"/> Are local conditions—like wind, drought, rain, and common plant diseases—taken into account? <input type="checkbox"/> Does the landscape plan complement the architecture? <input type="checkbox"/> Are planters large enough for their intended use and plant material? (Three-foot planters next to a five-story building are not sufficient.) <input type="checkbox"/> Are elements like landscaping, pavers, stamped concrete, benches, lighting, and fountains incorporated? 	

14	Lighting
<ul style="list-style-type: none"> <input type="checkbox"/> Are night-lights aesthetically pleasing, compatible, and appropriately located? <input type="checkbox"/> Are walkways properly lit for safety? <input type="checkbox"/> Are lights used only for safety or does the plan allow for special lighting (floodlights, up or down lighting, spotlights) of signs, buildings, and landscape? <input type="checkbox"/> Will proposed lights shine onto adjacent property or buildings? 	

15	Signage
<ul style="list-style-type: none"> <input type="checkbox"/> Is your sign ordinance adequate or should there be a master sign program? (A special program is more likely needed for large, multi-tenant buildings). <input type="checkbox"/> Do business and project signs complement the architecture (style, color, size, materials, number)? Are they in proper scale to the site and buildings? <input type="checkbox"/> How are signs to be illuminated? 	

consistent throughout the neighborhood or district?
Do they create visual interest?

- **Review Conservation Practices.** Recycled and energy-efficient materials can reduce a project's impact on the environment. Does the builder intend to use recycled materials? Is the project designed to minimize runoff (particularly from parking areas)? Are energy-efficient materials—like windows and heating and cooling systems—included in the plan? Are trees and landscaping used to minimize energy consumption and heat generation?
- **Check the Parking Layout.** Do the aisles relate well to entry-exit points? Is there a logical pattern for cars to follow? Is there sufficient landscaping to screen parking from view or to break up expanses of asphalt? If the project site fronts a pedestrian area, is the parking tucked behind the building to create a more vibrant streetscape?
- **Think About the Future.** What is likely to happen on adjacent undeveloped property? Does the project anticipate likely changes or is it adaptable? For phased projects, make sure that the first phase will stand by itself in case the next phase is never constructed.