



## MEMORANDUM

**DATE:** NOVEMBER 22, 2022

**TO:** DESIGN COMMISSION

**FROM:** JENNIFER PAIGE, AICP, ACTING DIRECTOR OF PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

**SUBJECT:** CONCEPT DESIGN REVIEW SUBMITTAL CHECKLIST UPDATE

---

### BACKGROUND

Pursuant to Zoning Code Section 17.62.040.D, “The Director shall establish in writing the submittal requirements for permit applications required by this Zoning Code.” In 2015, the Design Commission established a subcommittee to review application submittal requirements and provide input to the Director to assist in developing application submittal requirements that align more closely with the purposes of each phase of the design review process, as well as typical design development processes for architectural firms. During recent meetings of the subcommittee and staff, the following recommended changes were developed for the Director’s consideration in developing a revised submittal checklist for Concept Design Review (current checklist is included in Attachment A; the recently revised Preliminary Consultation checklist is in Attachment B for reference):

### RECOMMENDED CHANGES

1. Modify preamble language to include the following:
  - a. A statement equating Concept Design Review to “design development” design phase.
  - b. Add “identification of major conceptual exterior materials” as an additional consideration at this stage.
  - c. Add statement indicating that applicants will need to demonstrate how the revised design addresses the comments from Preliminary Consultation.
  - d. Clarify that Concept Design Review results in a formal decision and should be completed before preparing construction documents.
2. Add a table to identify other City department consultations that applicants should conduct prior to submitting an application for Concept Design Review, including:
  - a. Current Planning Section – ensure compliance with Zoning Code.
  - b. Department of Transportation – initiate traffic assessment/study if required.
  - c. Cultural Affairs – submit Concept Art Plan.
  - d. Urban Forestry – submit Public Tree Removal application, if public tree removals are proposed.

3. Modify **MASTER APPLICATION** requirement as follows:
  - a. Clarify that applications for Concept Design Review are subject to CEQA and may require preparation of technical studies by an outside consultant.
  - b. Add Private Tree Removal applications if removal of private trees is proposed.
4. Modify **VISUAL CONTEXT PHOTO MONTAGE** requirement to align with Preliminary Consultation language for this requirement.
5. Add **BUILDING PROGRAM NARRATIVE** requirement to align with Preliminary Consultation and specify any program changes made following that review.
6. Change name of **RESPONSE TO PRELIMINARY CONSULTATION REVIEW NARRATIVE** to **DESIGN EVOLUTION EXHIBIT** and refine to require written and illustrated (before and after) response to each of the comments from Preliminary Consultation, images of studies conducted (even if comment wasn't implemented) and written and illustrated exhibit describing how the Site Planning and Building Design Concepts presented during Preliminary Consultation have changed since that review.
7. Add a **PERSECTIVE RENDERINGS** requirement that provides street-level perspective views of the project as well as a shade/shadow study.
8. Modify **CONCEPT DESIGN PLANS** requirement as follows:
  - a. Modify preamble language to specify inclusion of the preparer's contact information, a north arrow, date prepared, the scale, a vicinity map and a legend identifying symbols and abbreviations as well as including cardinal direction and street name on all elevations and renderings.
  - b. Add existing/demolition site plan requirement.
  - c. Add circulation plan requirement.
  - d. Clarify additional information to include in floor plans including attached exterior features, windows and doors, callouts to building sections and existing/demolition and proposed floor plans for any structures proposed to be retained on the site.
  - e. Clarify additional information to include in roof plans including eaves, parapets, exposed rafters or other decorative roof features proposed and existing/demolition and proposed roof plans for any structures proposed to be retained on the site.
  - f. Clarify additional information to include in Elevations including all proposed architectural features, building height measurement from existing grade, shading to convey depth and articulation, street elevation or photographic rendering of new streetscape with project and existing/demolition and proposed elevations of any buildings proposed to be retained on site.
  - g. Include existing trees to be retained on the Preliminary Landscape Plans.
9. Modify **DIGITAL MASSING MODEL** to include optional submittal of animations/fly-throughs to present at Commission meeting.

The subcommittee did not recommend any changes to standard administrative requirements (application forms, fees, electronic submittal, ownership verification, notification packet, digital 3D model, density bonus and concessions).

## **CONCLUSION/NEXT STEPS**

This report is provided to the Design Commission for information purposes and to solicit any additional input the Commission may provide for the Director to consider in revising the Concept Design Review Submittal Checklist. Following the Director's review of the recommendations, and completion of modifications to this checklist, the subcommittee will continue to convene to provide input to the Director on modifications to the Final Design Review submittal checklist.

Attachments:

- A. Current Concept Design Review Submittal Checklist
- B. Current Preliminary Consultation Submittal Checklist