



MEMORANDUM

DATE: MARCH 28, 2023

TO: DESIGN COMMISSION

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

SUBJECT: FINAL 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 Final Design Review (current checklist is included in Attachment A; the recently revised Preliminary Consultation and Concept Design Review checklists are in Attachment B and C, respectively, for reference):

RECOMMENDED CHANGES

1. Modify preamble language to include the following:
 - a. A statement equating Final Design Review to “construction documentation” design phase.
 - b. Note that the process results in a formal decision and may be reviewed by staff or the Design Commission based on the design review thresholds in the Zoning Code.
 - c. Add statement indicating that DHP staff will conduct inspections during construction and that a final DHP inspection is required to obtain a Certificate of Occupancy.
 - d. Add statements regarding adherence to adopted design guidelines and coordination with Cultural Affairs if subject to the public art requirement.
2. Add a new submittal requirement indicating the Concept Design Review approval is required prior to filing an application for Final Design Review.
3. Change “**CD**” requirement to “**ELECTRONIC SUBMITTAL**” with language consistent with other checklists.
4. Modify **MASTER APPLICATION** requirement as follows:

- a. Add Applicant Authorization for Reproduction of Application Materials.
 - b. Add Private Tree Removal applications if removal of private trees is proposed (if not previously approved).
5. Add **APPLICATION FEES** requirement with language consistent with other checklists.
6. Modify **VISUAL CONTEXT PHOTO MONTAGE** requirement to align with Preliminary Consultation and Concept Design Review language for this requirement.
7. Add **BUILDING PROGRAM NARRATIVE** requirement to align with Preliminary Consultation/Concept Design Review and specify any program changes made following Concept Design Review.
8. Change name of **RESPONSE TO CONCEPT DESIGN REVIEW NARRATIVE** to **DESIGN EVOLUTION EXHIBIT** and refine to require written and illustrated (before and after) response to each of the conditions and recommendations from Concept Design Review, 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 Concept Design Review have changed since that review.
9. Add a **PERSECTIVE RENDERINGS** requirement that provides photorealistic street-level perspective views of the project.
10. Modify **FINAL 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. Align all requirements with Concept Design Review requirements.
 - c. Add requirement that openings on the floor plans be numbered to correspond to Window and Door Schedule provided.
 - d. Add requirement that the roof plan include any visible attached features such as roof access ladders, permanent building maintenance appurtenances or similar features.
 - e. Add requirements to the elevations to:
 - i. Depict and call out all proposed exterior façade materials and features and include a legend listing precise manufacturer, product name and finish for all exterior materials and features proposed, along with a list of common building features for which materials should be called out.
 - ii. Provide callouts to locations of Enlarged Wall Sections provided.
 - f. Create separate Enlarged Wall Sections requirement including references to callouts provided on the Building Elevations and depicting articulation of the façade at strategic locations on the building where projecting and recessed volumes, materials transitions, architectural features and openings are proposed. Specify that sections should include callouts to materials, transitions and features shown; should provide callouts to Large Scale Architectural Details provided and that multiple wall sections should be provided at each building façade.
 - g. Change name of "Design Details" requirement to "Large Scale Architectural Details," require that the details be referenced to callouts provided in the

Enlarged Wall Sections provided, and provide a detailed list of features for which details should be provided, with a note that other architectural details may be required based on the proposed project design.

- h. Create separate Window and Door Schedule requirement and specify that it should correspond to the numbering system on the floor plans and indicate the existing and proposed framing materials, operation type and dimensions of the windows and doors affected by the project.
 - i. Change name of “Preliminary Landscape Plan” to “Final Landscape Plan” and clarify that details and specifications of all proposed landscape, hardscape and amenity features are required, as well as a Tree Replacement Matrix if required for protected trees proposed for removal.
11. Remove “**EXTERIOR SIGNS AND OTHER GRAPHICS**” requirement and, instead, require conceptual locations of proposed signs to be shown on the Elevation Drawings. Current practice is to require separate applications for design review or Master Sign Plan prior to installation of signs rather than requiring a detailed review of signs during design review for new buildings.
12. Change name of “**COLOR AND MATERIAL BOARD**” requirement to “**MATERIALS SPECIFICATIONS**” and provide greater detail to the requirement, as follows:
- a. Manufacturer’s Specifications (e.g., brochures/product literature) for new manufactured features, coordinated with specifications in the Building Elevation legend.
 - b. Materials Palette Collage (digital) including images, manufacturer and product name/number and finishes and textures for all proposed exterior materials, coordinated with specifications in the Building Elevation legend.
 - c. Physical Samples of new materials arranged on a board or other easily portable display suitable for staff review and, if Design Commission review is required, for presentation at a public meeting. Display should include labels referenced to the Building Elevation legend as well as identification of project address, architect name, architect contact information and date. Also require a photograph of the display in the digital submittal.

CONCLUSION/NEXT STEPS

This report is provided for information purposes and to solicit any additional input the Commission may provide for the Director to consider in revising the Final Design Review Submittal Checklist. Following the Director’s review of the recommendations, and completion of modifications to this checklist, staff will update the submittal checklist for Consolidated Design Review (Major Rehabilitation & New Construction) to align with the new Concept and Final Design Review checklists and the updates to all submittal checklists will then be complete. At this time, the subcommittee’s work is complete and staff recommends that it be disbanded.

Attachments:

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