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CITY OF SACRAMENTO

CERTIFICATES OF APPRECIATION
Outgoing Board/Commission Members

AUG 8 9 16 AM '90

CITY COUNCIL MEETING
August 14, 1990

<u>NAME</u>	<u>BOARD/COMMISSION</u>
Dr. Sylvia S. Spencer	Joint City/County Accommodations for Physically Handicapped Person's Appeal Board
Bob McCabe	Design Review and Preservation Board
Michael F. Malinowski	Design Review and Preservation Board
Shirley Jean Moss	Sacramento Heritage, Inc., Board of Directors



City of Sacramento

Certificate of Appreciation

IN RECOGNITION OF OUTSTANDING CITIZENSHIP
AND ACTIVITIES ENHANCING COMMUNITY BETTERMENT
AS A MEMBER OF
THE JOINT CITY/COUNTY ACCOMMODATIONS
FOR PHYSICALLY HANDICAPPED PERSON'S APPEAL BOARD

Dr. Sylvia S. Spencer

is hereby awarded this Certificate of Appreciation for exemplary efforts and accomplishments which have been of great value to the citizens and the City of Sacramento and which have helped to further the common goal of making our city a better place in which to live.

Dated: August 14, 1990

Mayor *Anne Rudin*
Heather Fargo
Kim Mullen
Terry Kastanis
Jim Senneker Jr.

Vice Mayor *Lyla K. Ferris*
John Paine
Tony...
Bryan...
City Clerk *Valerie A. Burrows*



City of Sacramento

Certificate of Appreciation

IN RECOGNITION OF OUTSTANDING CITIZENSHIP
AND ACTIVITIES ENHANCING COMMUNITY BETTERMENT
AS A MEMBER OF
THE SACRAMENTO HERITAGE, INC., BOARD OF DIRECTORS

Shirley Jean Moss

is hereby awarded this Certificate of Appreciation for exemplary efforts and accomplishments which have been of great value to the citizens and the City of Sacramento and which have helped to further the common goal of making our city a better place in which to live.

Dated: August 14, 1990

Mayor

Aune Rudin

Heather Fargo

Kim Mello

Jay Kastanis

Jim Senneker Jr.

Vice Mayor

Lyla K. Ferris

Josh Paine

Tammy

Debra Kolbe

City Clerk

Valerie G. Burrows



City of Sacramento

Certificate of Appreciation

IN RECOGNITION OF OUTSTANDING CITIZENSHIP
AND ACTIVITIES ENHANCING COMMUNITY BETTERMENT
AS A MEMBER OF
THE DESIGN REVIEW AND PRESERVATION BOARD

Michael F. Malinowski

is hereby awarded this Certificate of Appreciation for exemplary efforts and accomplishments which have been of great value to the citizens and the City of Sacramento and which have helped to further the common goal of making our city a better place in which to live.

Dated: August 14, 1990

Mayor

Anne Rudin

Heather Fargo

Kim Mello

Terry Kestanis

Jon Serna Jr.

Vice Mayor

Lyla K. Ferris

Josh Paine

Tom Cannon

Peggy Kaprielian

City Clerk

Valerie A. Burrows



City of Sacramento

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AS A MEMBER OF
THE DESIGN REVIEW AND PRESERVATION BOARD

Bob McCabe

is hereby awarded this Certificate of Appreciation for exemplary efforts and accomplishments which have been of great value to the citizens and the City of Sacramento and which have helped to further the common goal of making our city a better place in which to live.

Dated: August 14, 1990

Mayor Arvo Rudin

Heather Fargo

Kim Mella

Tony Kostanis

Jim Lewis Jr.

Vice Mayor Lyla K. Ferris

Josh Paine

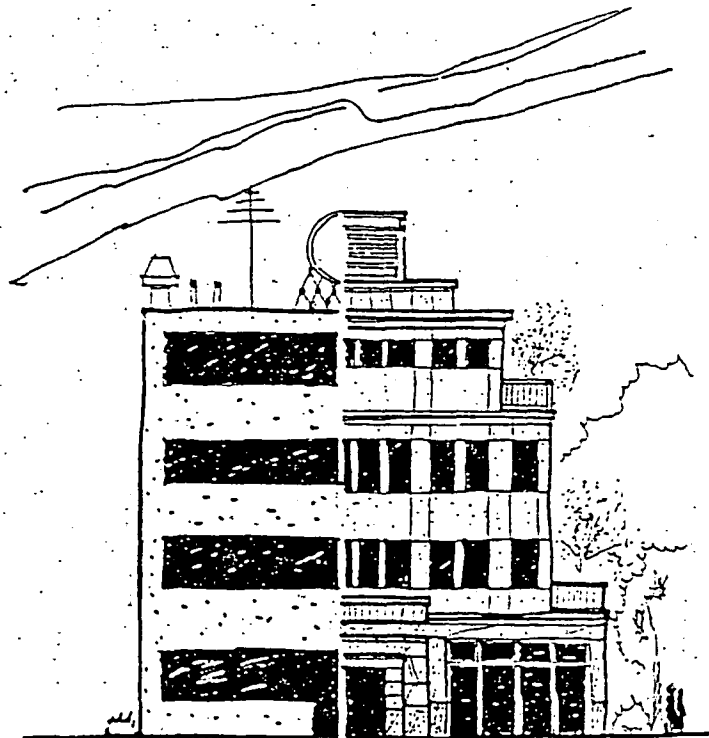
Tammy

Byron Kolbe

City Clerk Patricia A. Burrows

Design Review/Preservation Board

Design Review
Guidelines Plan



City of Sacramento

The City of Sacramento Design Review and Preservation Board has developed the attached Guidelines to be useful to the design and development community, and to contribute to a more consistent, complete and concise design review process. The intent in developing these Guidelines was not to produce a "cookbook" or "set of rules", but rather a more clear basis for project design and review that still allows for creativity, flexibility and variety.

For further information contact the Design Review/
Preservation Director, at the City Planning Department .
Suggestions regarding content and form are welcome.

Michael F. Malinowski , Chairperson
Design Review Guideline Committee
Design Review and Preservation Board

July 29 1990

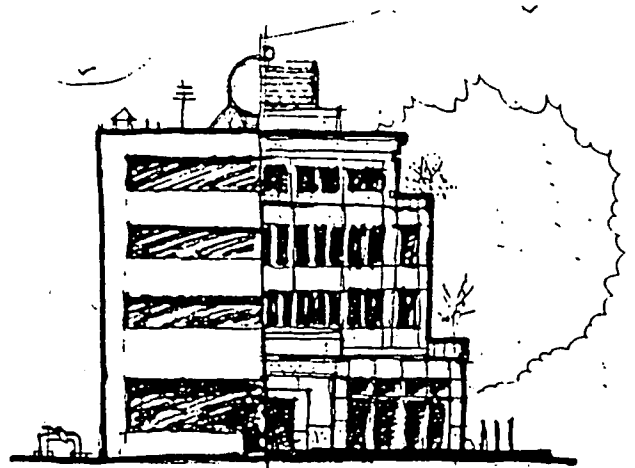


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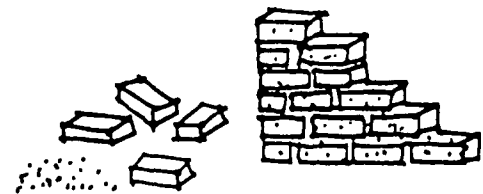
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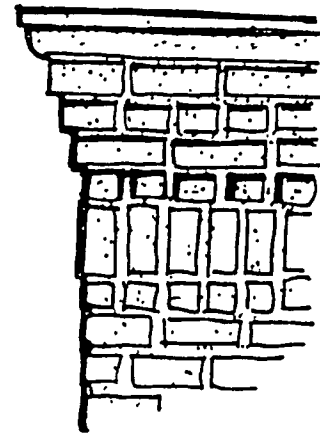
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SECTION 1

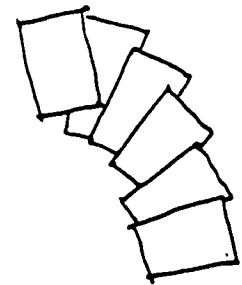
Introduction

The Design Review Preservation Board was created by the City Council out of a concern for the integration of projects with the appearance, scale, capacity, use, and character of neighborhoods and districts within the City of Sacramento. These Concerns are based on effects on health, safety, welfare and the economy of the residents of the City. In creating the Board, the Council declared that the City of Sacramento is the capitol city for the State of California and as such should reflect the values, beauty and heritage of the entire state in physical appearance, quality of design, and interrelationship of land development, and serve as a valuable asset and benefit for the citizenry.



The Board is composed of nine members appointed by the Mayor subject to the approval of the City Council. It includes a landscape architect, a licensed architect, a licensed structural engineer, a member active in property development, a member knowledgeable in local history, a member knowledgeable in design, a member knowledgeable in architectural history, and two at large members. The Board reviews both new construction and alterations affecting existing buildings in established design review areas including the Central City area, Oak Park, Del Paso Heights, Strawberry Manor, and several other specialized areas such as planned unit developments. In addition, the Board reviews projects requiring special permits where such review is made a condition of approval the Planning Commission, and projects referred by the City Council itself.

Other planning documents exist that will affect the design of projects in specific areas; these are referenced in Section 6. Further information on these documents can be obtained from the sources indicated. When more specific design criteria apply to a particular project, they should be carefully reviewed in conjunction with these general Design Review Guidelines. In addition, the zoning ordinance and other specific codes and ordinances apply to each project. They cover a variety of issues including, but not limited



Design Review Guidelines

to, signage, landscape, height, setbacks, materials, lighting, circulation and parking, encroachments, utilities, services, fire, public health and safety, energy use, and access. Copies of applicable ordinances should be obtained and carefully considered before starting the design process. The Design Review Board does not review projects for compliance with the various plans, codes and ordinances and cannot waive or modify any requirements contained in them.

The Design Review Guidelines are intended to contribute to a consistent, complete and concise review process in accordance with the goals and policies of the Design Review Board. They are not to be construed as a "cookbook" or a "rigid set of rules," but rather as a reference source for project design and review which still allows for creativity, flexibility, and variety. The Board does not encourage or support any one particular architectural style or design motif.

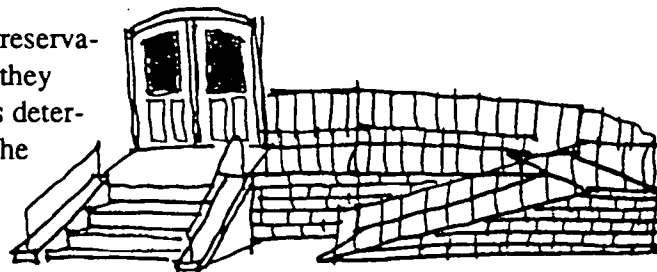


The following issues are not directly within the scope of review of the Design Review/Preservation Board in the sense that the Board does not have the power to modify zoning or building code requirements:

- Zoning related issues such as land use or parking ratios.
- Safety issues such as those contained in the uniform building codes, fire codes or housing codes.

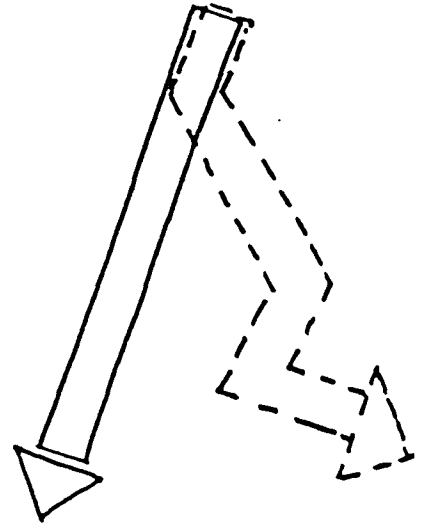
The Board may consider these issues however, as they relate to other design issues. For example, if a ramp may be required to facilitate a code required access, that ramp could be a significant design issue affecting the appearance of the project as a whole.

Applicants are requested to inform the Design Review/Preservation Board thru staff of any changes made to projects after they have been approved. It may be necessary in some cases, as determined by staff, to make a revised submittal to the Board. The

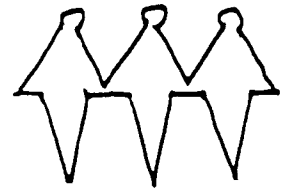


Design Review Guidelines

applicant is responsible in all cases for complying with any applicable codes, ordinances or regulations. Approval by the Design Review/Preservation Board does not relieve the applicant of the responsibility to meet all zoning and building code requirements. If such requirements require a change in design, it is the applicants responsibility to inform the Design Review/Preservation Board Staff and coordinate any revised submittals required. Final plans submitted to the City for building permit must include all changes required as conditions of approval by the Board. Changes should be clearly shown by drawing revisions or notations, including the use of "clouds". The applicant is completely responsible for any delays due to incomplete submittals, failure to provide required information, or noncompliance with conditions of approval.



It is the Board's policy to serve as an information resource rather than a bureaucratic hurdle. The Board welcomes comments and suggestions that might allow it to do a better job. Ideally, each project is approached as a team effort between the Applicant, Staff and Board, with everyone working toward the same goal: the best quality finished project feasible.



SECTION 2

Policies and Goals

1. The Board encourages the best possible design quality on every project, but recognizes economic and other limitations to achieving the highest standard of excellence in all cases.

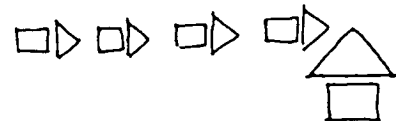
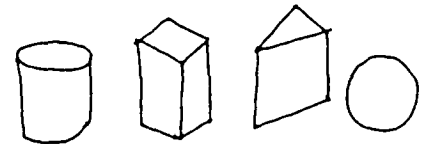
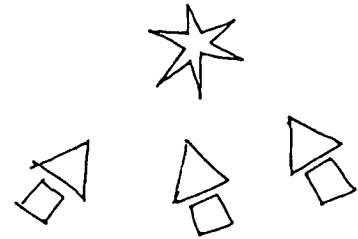
2. The Board intends to serve as an information source by sharing experience and judgment, rather than a bureaucratic hurdle. Comments and requirements are intended to be presented and taken in a positive light when possible.

3. The Board recognizes that it has not been created to promote any particular style or to demonstrate any particular set of tastes or image criteria. The Board's goal is to use experience and judgment in assessing a project relative to its adopted guidelines. The Board encourages a variety of styles and design approaches and believes that this variety contributes to the vitality and attractiveness of our City.

4. The Board attempts to be consistent in the types of issues reviewed, the discussion format and design approvals.

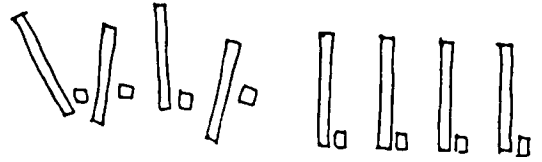
5. Discussion and conditions are generally limited by the Board to topics within the Board's scope of jurisdiction. Issues such as life-safety, land use and parking requirements are not within the Board scope.

6. The Board attempts as much as possible to minimize instances where an applicant has made numerous revisions to a project to meet staff concerns, and is then faced with a new set of concerns on the same issues during the public hearing. Applicants should recognize, however, that the issuance of a favorable staff report is not a guarantee or assurance that new issues will not arise, and that the Board may disagree with positions taken by staff.



Design Review Guidelines

7. The Board intends to keep meetings moving forward at a brisk pace, considerate of any input or commentary by the applicant or others. The Board discourages one-on-one debate during meeting format. Although the Board has adopted an informal format for meetings, Robert's Rules of Order may be used in cases where additional formality is necessary or beneficial in the view of any Board member.



8. Individual board members are prohibited from meeting with applicants outside of the regular hearing format. The Board believes the open exchange of ideas and comments is a valuable part of the review process. State law generally prohibits board meetings unless they are properly noticed and open to the public.

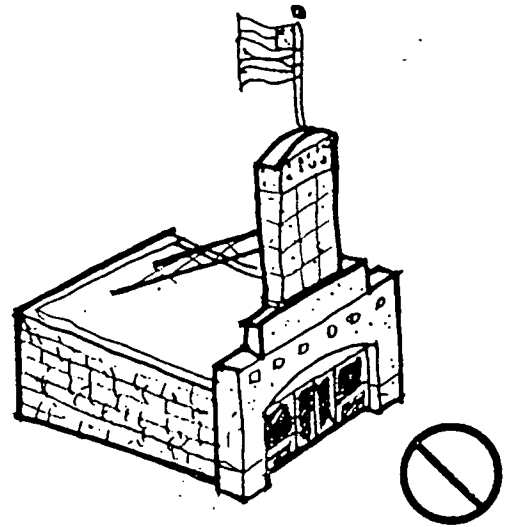
SECTION 3

Design Guidelines

I. Composition and Design Concept

A. Overall Design Concept

1. A design concept should be established for each project and developed on all faces of each building. Projects larger than three stories are generally not considered to have a back or rear side that could be relegated to "less expensive" or simpler treatment. In all cases, however, an alley elevation visible from the street requires particular care.

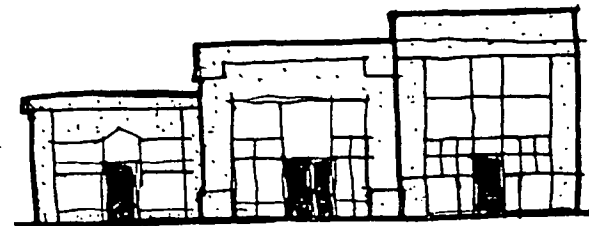


2. The design concept should be appropriate to the scale of the building. The Board discourages the use of overly dramatic features that might be out of scale on smaller scale projects. Buildings should not appear to "shout for attention".



3. The design concept should be consistently related at the various levels of elements, and/or faces of a project. There should be a continuity, but not necessarily a simple repetition of components.

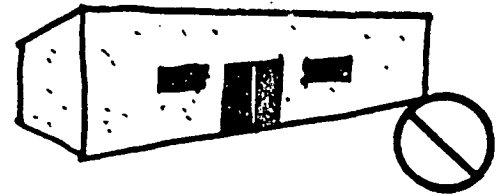
4. When a project has multiple store fronts or entries, they should be strongly related to the overall design. Each entry should be treated architecturally in accordance with its importance in function and organization of the project.



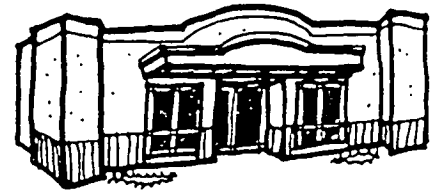
5. Any accessory structures or projects incorporating more than one building, should be integrated into an overall design concept.

B. Form, Rythm and Massing

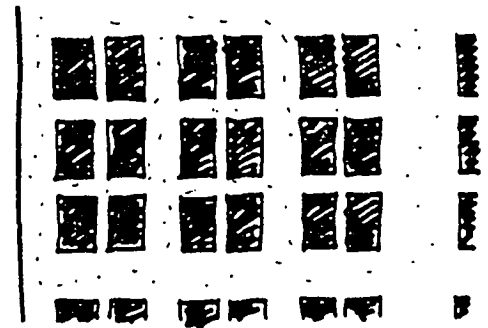
1. Structures should generally have articulation at entries, bases and tops. The organization used should break up the overall mass into smaller elements.



2. Hierarchical groupings of elements should be developed within a facade to create textures and rhythm. For example: pairs of windows grouped in clusters of three pairs per group. Break up masses with off-set, insets, and other shadow casting elements. Large surfaces without relief are discouraged. As a general rule, there should be some shadow casting articulation at each major articulation (entry, base, middle, top) and in edges of each hierarchical group

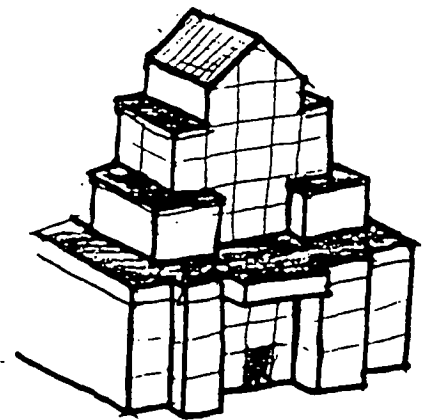


3. The Board encourages all or portions of projects to be set back from property lines to allow for treatment at edges such as landscaping, colonnades, plazas or showcase windows, when appropriate.



4. The shape, color and texture of the roof should be coordinated with the treatment of the building exterior walls. The Board encourages consideration of roof forms other than flat, and the use of color and texture in the form of a roof.

5. The Board discourages long, uninterrupted horizontal lines of parapet, unless they are integral to a building design. Generally it is preferred to break the parapet line up by vertical or horizontal off-sets or changing of roof forms.



6. Long building elements should generally be broken up into clusters, offset in plan, or otherwise articulated to prevent monotonous repetition.

7. Multi-building projects should incorporate more than one form and architectural treatment consistent with the design concept, to prevent monotonous repetition.

C. Relationships To Adjacent Structures and Surrounding Areas

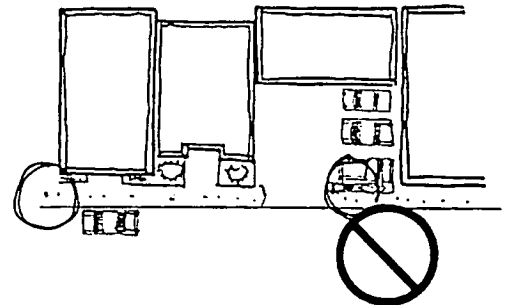
1. Proposed structures should be harmonious to the existing surroundings including existing buildings, existing landscaping, existing open space and existing view corridors. This harmony can be achieved by establishing relationships including, but not limited to, alignment of building elements; similar hierarchal grouping such as pairing of windows in groups of three; use of similar colors or materials; use of similar shadow casting or other articulating elements; use of similar building form. Existing open areas and view corridors can be related to with techniques such as careful placement of entry and other access points; focusing views thru use of arches, arcades, or other unifying elements; use of compatible landscape materials such as similar specie, form or groupings; etc.



2. As a general rule, completed projects should fit into their surroundings as an integral part. They should act to complete and compliment the existing surroundings.



3. Structure should generally continue an established facade line; for example structures should be located toward street frontage, with parking to the rear or side when consistent with adjacent patterns.



D. Historic Appropriateness For Listed Structures/ Areas

1. If the proposed project is within a preservation area or affects a listed structure, the applicant should refer to the adopted Preservation Guidelines and the Secretary of Interior Standards (a separate document).

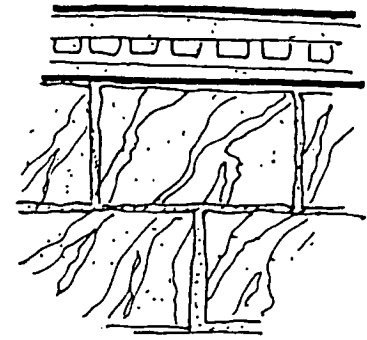
2. Projects that are not in listed preservation areas or do not directly involve listed structures, but may effect sensitive historic resources, should use the adapted Board Preservation Guidelines and Secretary of Interior Standards as a general reference.



II. Elements

A. Materials

1. The Board encourages use of the highest quality of building materials available. On projects over three stories, materials should be of permanent nature; these projects should generally incorporate "noble" materials such as natural stone; pre-cast concrete; architectural metals such as bronze, copper, and aluminum; integral colored glazing; masonry and terracotta.

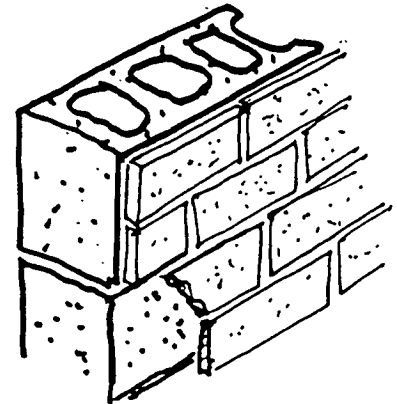


2. On Commercial buildings, the Board generally discourages uninterrupted use of plaster or synthetic plasters; plywood siding; shingled siding; corrugated metal or plastic, or other lesser quality materials.

3. On residential projects, the Board encourages high quality materials such as integral colored or painted windows (versus mill finish aluminum); tile or textured roofing (vs. "flat" asphalt composition); horizontal, shake, and masonry sidings (vs. all stucco or grooved plywood siding); casement and single hung windows (vs. horizontal sliders); and enriching elements such as shutters, planters, trellises, decorative railings and fences, etc.



4. "Natural" materials are generally considered more desirable than "imitation" materials. For example veneer brick is generally preferred to imitation brick; natural stone is generally preferred to synthetic stone. The Board does not prohibit imitation or synthetic materials, but they may pose additional challenges to the designer to integrate them into the design in a way compatible with their nature. The Board may request documentation concerning possible issues including, but not limited to, long-term durability; maintenance; color fastness; and permanent mechanical attachment.



Design Review Guidelines

5. The applicant should be aware that although the Board encourages innovative use of materials, such use may demand significant additional research, care, and documentation on the part of the designer.

6. All materials proposed should be durable and long term maintenance should be considered in their selection.

B. Color and Texture

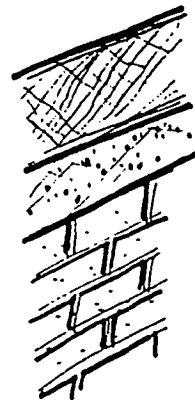
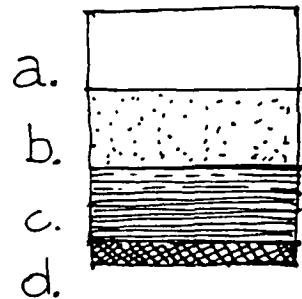
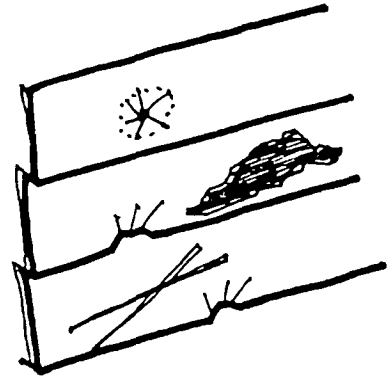
1. An integrated color palette for the entire project should be submitted with the design. The colors should be selected to achieve specific goals such as harmony, contrast, or articulation.

2. The Board encourages projects to use a variety of colors. The Board anticipates that most projects will incorporate three or more colors. Large, uninterrupted and unarticulated monochromatic expanses are generally discouraged.

3. Colors should be presented in as close to the final form as possible. The Board may request that specific colors be incorporated into an exhibit to be placed on-file at the Planning Department during construction. Colors should be specifically identified on the final documents submitted for permits.

4. Texture should be considered in selection of materials and as an additional means to articulate the design. Building materials should generally reflect a texture natural to that material.

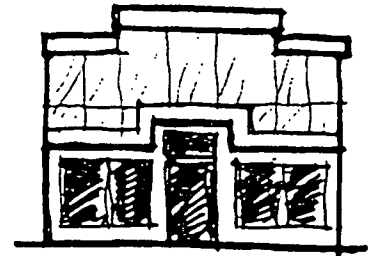
5. The effect of texture on weathering, staining, and light reflection should be considered in the design. Heavy textures should consider the possible accumulation of dirt over the summer months. Provisions for periodic washing, including hose bibbs, should be incorporated into the design.



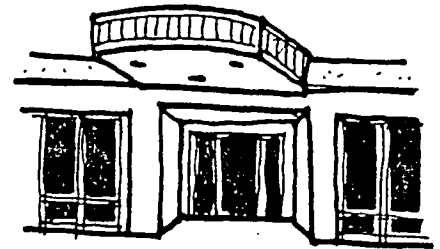
6. When projects incorporate multiple buildings, use of more than one color palette is encouraged. Multi-family projects should incorporate a variety of color themes that are compatible and yet allow for visual interest and diversity.

C. Entries

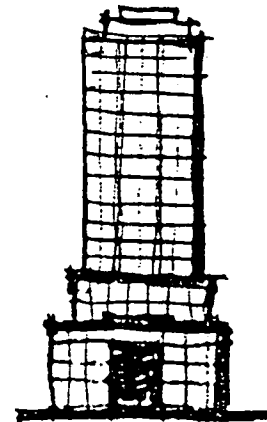
1. On every design, the main entry should be clearly identified. Elements that can be used to articulate an entry include, but are not limited to recesses, additional detailing, overhangs, lighting, changes in form, etc.



2. Consideration should be given to weather protection at the building entry. Porches are encouraged on residential projects. Residential units must have walkways from the sidewalk or driveway to the front door.

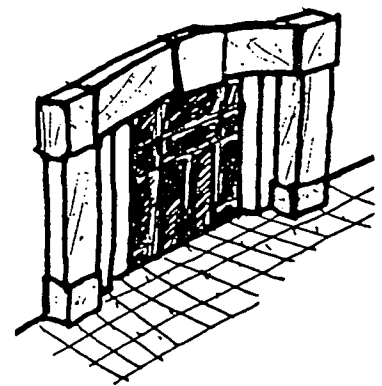


3. Entries which are not meant to be regularly utilized such as emergency exits should be downplayed. When they cannot be incorporated to the surrounding elements they should be related to surrounding design. (For example the height should align, doors should center on vertical elements, etc.)



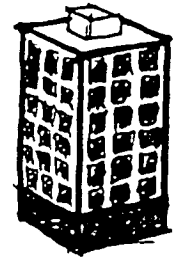
4. The scale of the entry should be related to the building width and height. Large buildings require large entries to balance them.

5. In most cases, the main entry to a project should be relate directly to the main street frontage. In residential projects the entry should provide a feeling of "eyes on the street".



D. Pedestrian Edges

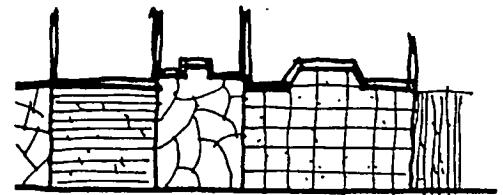
1. The Board encourages the use of clear glass as much as possible at the street level. Clear glass allows for a variety of uses including retail and consumer service related uses. Large areas of wall without glazing should be avoided.



2. The pedestrian edges of a building should consider providing protection from inclement weather including rain and summer heat.

3. Projects should allow for ample circulation width at the perimeter. Larger projects will require larger dimensions for pedestrian circulation. Special consideration should also be given to the additional congestion that can occur at corners, and to avoid blind intersections for pedestrians whenever possible.

4. Walkway textures which relate to the pedestrian scale are encouraged provided that they coordinate with adjacent properties. The use of paving textures which change dramatically with each building front are generally discouraged unless they are carefully incorporated into key elements in the building design.



E. Advertising Signage

1. a. Materials and Colors: The materials and colors of advertising signage should be carefully coordinated with building materials and colors. When that coordination is not possible, it should be accounted for in the position and prominence of the signage (less coordinated signage may require a less prominent display.)

Design Review Guidelines

b. "Cabinet" signs, flat plywood or signs painted directly on building siding, and other flat signs without three-dimensional character are generally discouraged unless incorporated as a special design treatment.

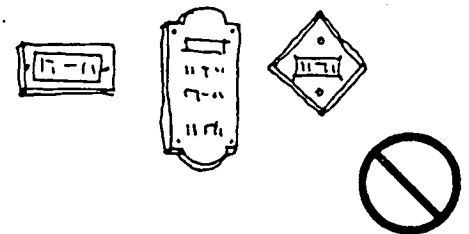
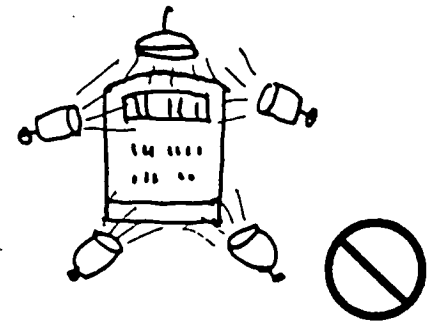
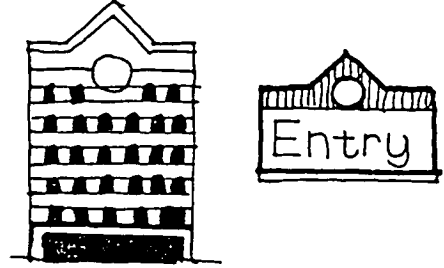
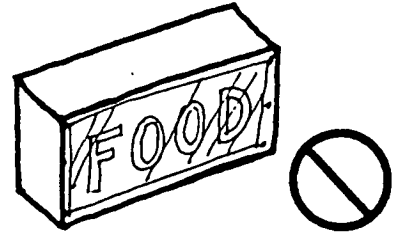
2. Graphic Image: The graphic imagery of signage, whenever possible, should relate to the building form and design concept. When the graphic image is dictated by pre-existing conditions such as logos, the position, placement, and size of the graphic image must be considered.

3. Content: The content of advertising signage must comply with the sign ordinance. The Board encourages as simple and concise of a message as possible and believes that an accumulation of advertising content can be detrimental to the design.

4. Size: The size of advertising signage should be coordinated with and proportional to the elements of the building.

5. Illumination: The illumination should be indicated. Illumination should not create excessive glare, should not use flashing or other moving lights (except for entertainment/restaurant related uses), or otherwise detract from the building architecture. The Board encourages the use of neon or other exposed lighting when it is carefully incorporated into the signage design. External flood lighting must be arranged so that the light sources are screened from view.

6. Signage Program: The Board strongly recommends all multi-tenant projects include a signage program which sets out guidelines for that particular project to ensure future signage is within the design concept.



F. Directional Signage

1. **Materials and colors:** The materials and colors should be carefully coordinated with the building to allow for blending in while also allowing for adequate contrast to serve the intended function.

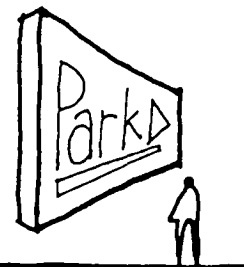
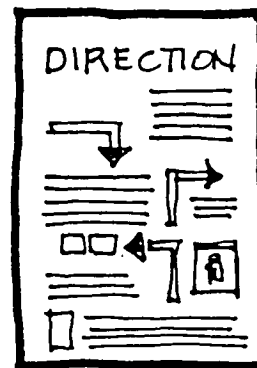
2. **Graphic Image:** The graphic image should relate to the building. The Board discourages a profusion of graphic images on a building design.

3. **Content:** The content of directional signage should be carefully considered to serve its intended purpose. Generally the content should be as short and concise as possible. The actual requirement for directional signage should be considered. Signage which is not actually necessary can be detrimental to orientation and circulation. Multi-building projects should have a centrally located directory indicating overall project organization.

4. **Size:** The size of directional signage should be just adequate to serve the intended function and no larger.

5. **Location:** The location of directional signage should be carefully considered to serve the intended purpose, but not be placed to detract from the design concept of the architecture.

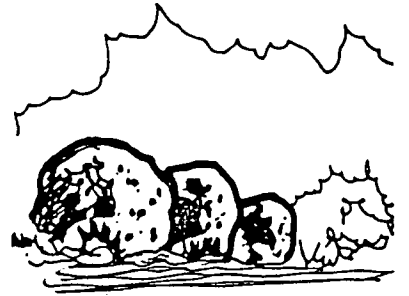
6. **Illumination:** The illumination of directional signage should be just adequate to serve the intended purpose



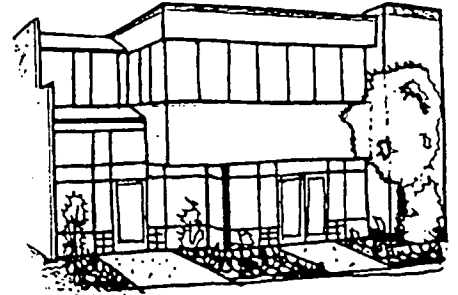
III. Site

A. Landscape

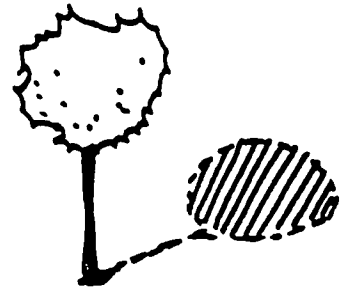
1. The Board encourages retention of the existing trees if they have been determined to be of significant value in contributing to the final landscape design. The landscaping must be designed to harmonize with the overall building design. Special landscape elements such as water elements, rock groupings, terraces, street furnishings, etc. are encouraged. When used, they must be integrated into the overall landscape design.



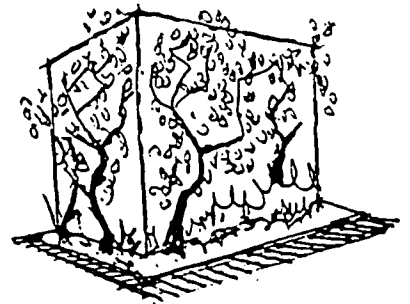
2. The Board strongly encourages as extensive landscaping on building projects as is compatible with the design concept. Every project should incorporate at least some natural plant material. The Board discourages planting limited to moveable pots or widely scattered plants. Materials are more effective grouped in masses. Provisions should be made for a maintenance program for landscaped areas.



3. The Board encourages applicants to prepare preliminary shading calculations for parking areas to verify compliance with ordinance. The board encourages use of plant materials at upper decks of parking garages.

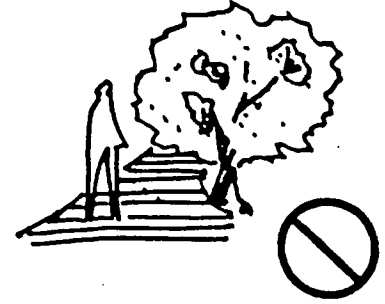


4. Landscaping should be used to screen materials not desired to be prominent to public view such as trash enclosures. The depth of planters necessary to support plant materials proposed should be considered. The larger the element desired to be concealed the deeper the planter must be to support adequate plant material. For example a 24" planter may be adequate for vines to conceal a six foot high trash enclosure wall, but a 12 foot or wider planter may be required to conceal a concrete shear wall of a parking structure.



Design Review Guidelines

5. Landscape design should consider the shape and size of the mature landscape material as well as the maintenance of the material. Pedestrian circulation should be considered adjacent to the parking areas.



6. The Board generally encourages set-backs between buildings and the property lines and encourages the use of the set-back for project landscaping.

7. The Board generally encourages areas between sidewalks and curbs to be landscaped. Consideration should be given to pedestrian access between cars and the sidewalk. When the landscape material will not withstand pedestrian traffic, and are not protected by barriers, a solid surfacing should be used at the appropriate intervals to provide for pedestrian traffic.

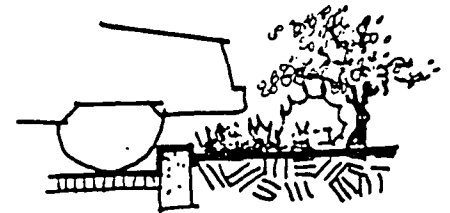


8. Earth-berming is encouraged particularly to assist in screening parking areas from view. The width of the berm area must be great enough to support the height of the berm with gradual slopes.



9. Site lines at driveway entries and intersection should be carefully considered in selection of plant materials, berm location, and landscape design for safety.

10. Planters in all parking lots should be protected with 6" raised concrete curbs.



11. Plastic or artificial plant materials are strongly discouraged by the Board.

Design Review Guidelines

12. Spectacular effects should generally be reserved for special locations only.

13. Factors used in selection of plant material should include structure, texture, and color as well as ultimate size and maintenance requirements.

14. The Board encourages use of the largest available specimens for trees and shrubs. On large projects, the Board will generally require the use of 24 inch box trees at least at the project perimeter.

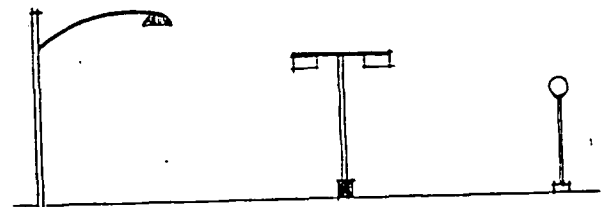
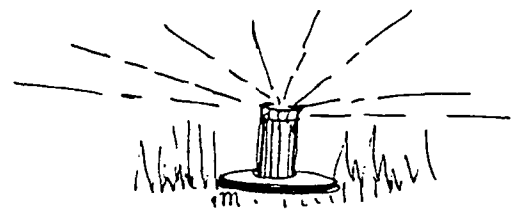
15. Trees should be used to break up large fences from paved areas and to separate and screen paved areas from adjoining sites or streets. Drip systems should be avoided. Planter boxes at upper levels should be designed for minimum maintenance including automatic fertilization.

B. Irrigation

1. All landscape areas should be provided with a permanent means of automatic timer operated irrigation. Irrigation systems should be designed to prevent overspray on building surfaces or pedestrians walks. Valves backflow devices, etc. should be concealed. Drip systems should be avoided. Planter boxes at upper levels should be designed for minimum maintenance including automatic fertilization.

C. Lighting

1. All lighting on the exterior of the building including free-standing pole signs and lights should be designed to prevent glare or reflection onto adjacent properties or public rights-of-way.



Design Review Guidelines

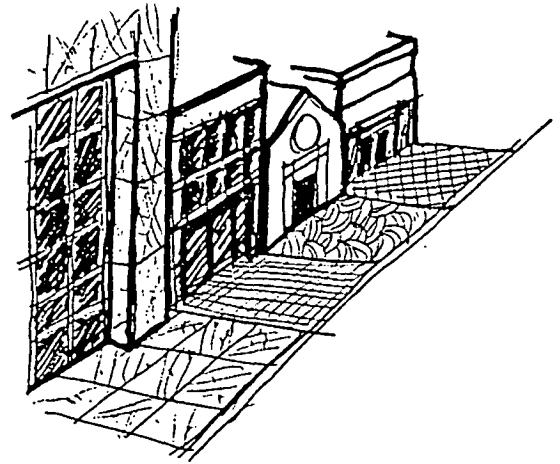
2. Lighting should be designed to compliment the architecture of the building. The Board encourages lighting the exterior of commercial buildings if part of a design concept.

3. The entire site should be adequately illuminated for security.

4. Exterior lighting fixtures mounted on the building as well as fixtures remote from the building should be compatible to the buildings color, materials, and design. Use of decorative lighting is encouraged.

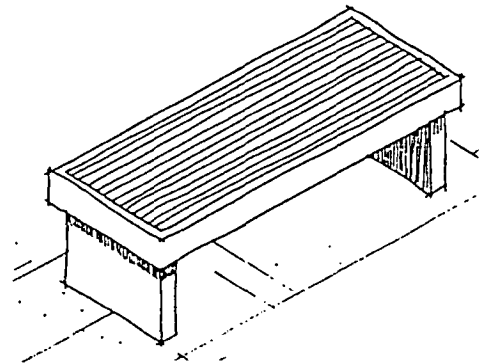
D. Paving/Hardscape

1. On-site paving should be coordinated throughout all areas of the project. The Board discourages the arbitrary use of paving textures which change from project to project or through out the project unless as part of a design theme. Use of a paving texture should be carefully integrated into the design if it is different than the paving texture on the adjoining property.



E. Street Furniture

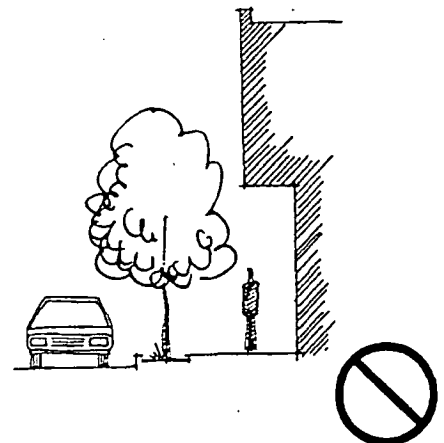
1. Street furniture should be carefully selected for durability and aesthetic appeal. The Board encourages the use of street furniture as part of the landscaping design.



F. Use of Public Right-of-Way

1. The use of public right-of-way for landscaping is encouraged when it is not required to serve pedestrian circulation requirements.

2. The Board discourages the use of public right-of-way for building construction such as connecting walks or projection of upper levels of buildings into the public right-of-way.



IV. Services/Utilities

A. Auto Access and Circulation

1. Automobile access should be carefully considered for clear and uniform traffic pattern through the project. Backout maneuvering generally is prohibited by City Ordinance and discouraged by the Board, except for 1 and 2 family residential projects. One way traffic circulation is discouraged unless careful measures are taken to control possibilities of "wrong way" traffic movement.

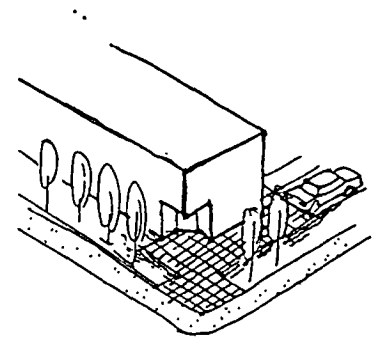
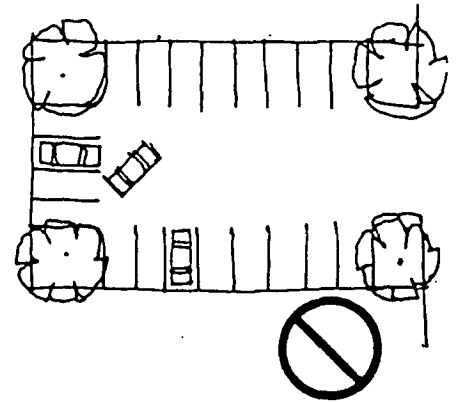
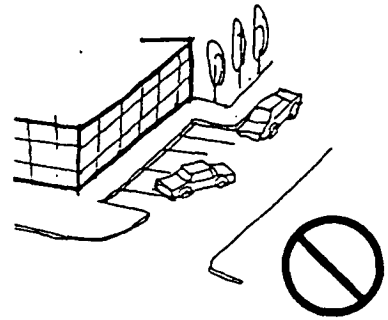
2. The Board strongly encourages projects whenever possible to incorporate a flow-through auto circulation. Dead-end or "T"-shaped arrangements and split parking lots are strongly discouraged.

3. The Board encourages applicants to consider transit access in site design. Elements which encourage use of public transit are encouraged by the Board.

B. Auto Parking

1. Auto parking should be located as conveniently as possible to the building entry. The flow of pedestrians between parking and the building entry should be considered in the parking layout as well as the pedestrian circulation system design.

2. Parking areas are encouraged to be located to the rear of or the side of a projects rather than prominently placed in the front.



C. Automobile Screening

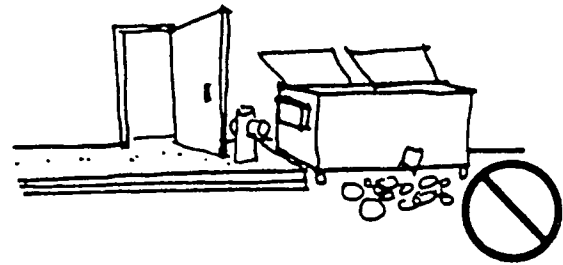
1. Automobiles are generally considered as undesirable as a prominent element of a building facade and should be screened whenever possible. Screening measures may include use of landscaping or an architectural treatment integral to the overall building design. Parking structures should be considered part of the main building architectural treatment in use of building form, roof shape, materials, colors, openings, dimensions, rhythm and other design elements. If landscape screening is proposed as an alternative to the integration of the design, adequate depth planters must be proposed with a minimum of 12 ft. required. Major parking structures should generally incorporate roof trellis, landscaping or other design elements at the top deck.



2. Security especially at off-hours should be considered for parking area. Parking structure stairways and elevator lobbies should be open to public view. Consideration should also be given to visibility of the inside of elevator cabs.

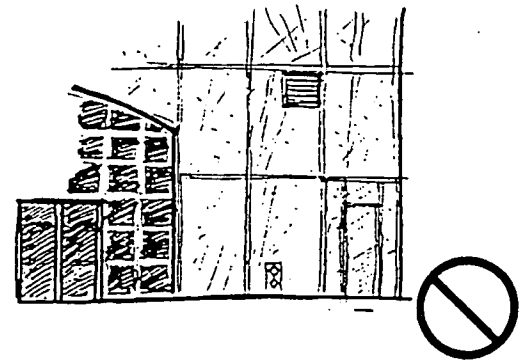
D. Service Access

1. Service access should be located in a position so as to not to obstruct the flow of pedestrians or user circulation when in use, or not to create an unsightly condition while it is between maintenance cycles. Blocking of service access by vehicles while loading or unloading should be considered.



E. Emergency Exits

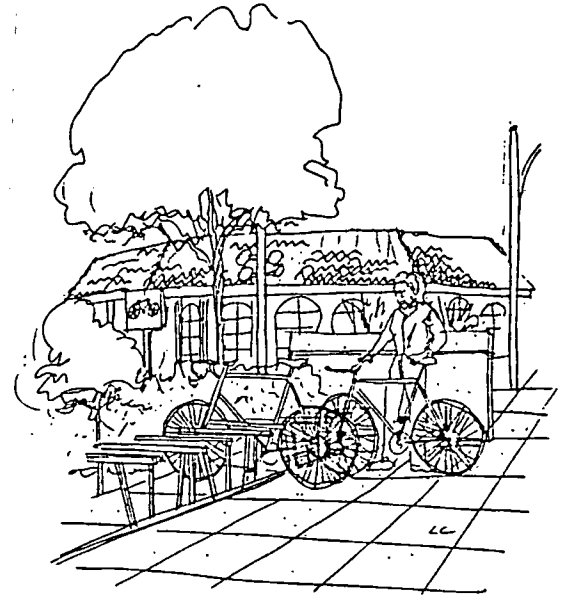
1. Emergency exits should be incorporated into the design by alignment of elements or other articulation. As an alternative they should be downplayed as much as possible. The Board discourages location of exits in a way that appears as an afterthought or breaks up established design rhythms or patterns.



F. Bicycle Storage

1. Bicycle storage should be considered in the design in a location that is both convenient and visually unobtrusive. Screening is encouraged. Consideration should also be given to security by providing adequate lighting and sight-lines.

2. Use of locker storage, showers and other amenities to promote bicycle use is encouraged by the Board.



G. Trash Storage

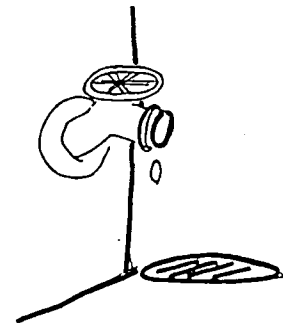
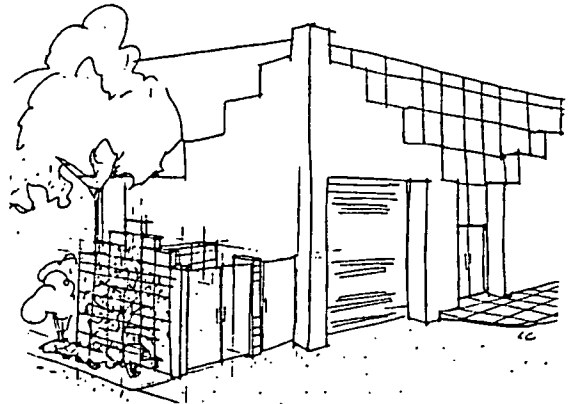
1. Trash storage should be located in as visually unobtrusive a position as possible. Trash storage should be screened by landscaping in almost all cases and should be constructed in such a way as to be extremely durable and resistant to damage. Materials used should be compatible with the building materials.

2. Wood construction is generally not permitted for trash enclosures. Permanent material such as concrete or masonry with heavy steel gates are generally required.

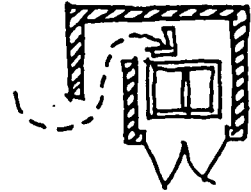
3. Some means of maintenance of trash areas should be considered such as placement of hose bibbs and location of area drains for regular washing.

4. Location of trash enclosure should be verified with pick-up services for required access.

5. Trash enclosures at residential developments should be located conveniently to encourage their regular use.



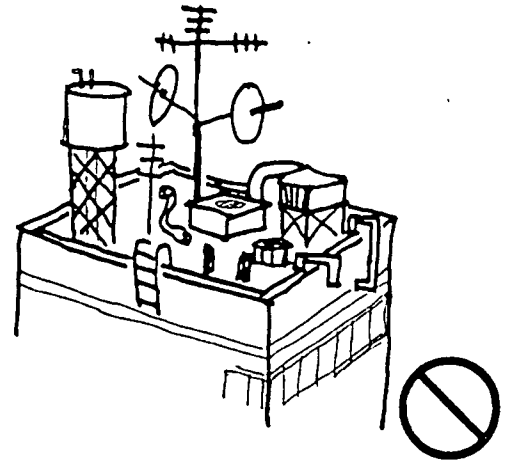
6. The trash enclosure facility should generally be designed to allow for walk-in access by users without having to open the main enclosure gate. The walls should be at least 6 feet high for screening. A concrete apron should be constructed at the point of pick-up for durability.



H. Roof Mounted Equipment

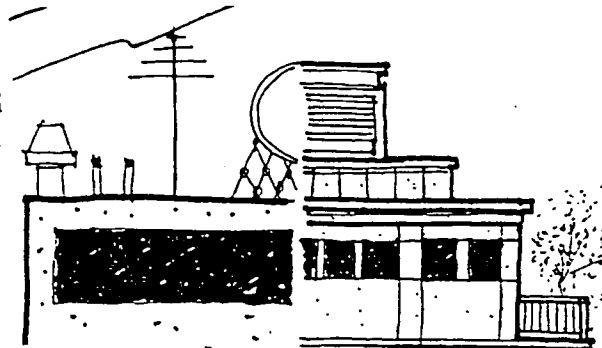
1. The roof should be considered as a design element. Both the location and visual appearance of roof mounted equipment should be considered, not just from the ground at the surroundings, but also looking down from adjoining projects. The color of the roof and the treatment of roof detailing such as flashings and use of tar should be considered to present as neat and orderly an appearance as possible.

2. Solar heating and cooling units on residential projects are encouraged. If used, they should be carefully incorporated into the architectural design and clearly indicated on the documents.



I. Antennas

1. Antennas and receiving and sending dishes should either be incorporated into the architectural design in such a way they become an integral part of the architectural statement or concealed from view. The Board encourages integration of antennas into the architectural design. Large commercial projects should address antenna location even if they are not planned as part of the initial construction, since they have become rather common.



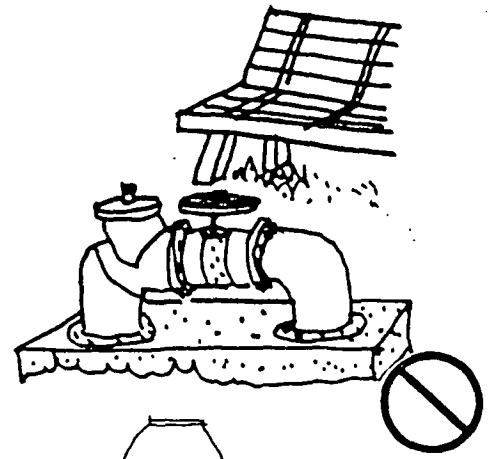
J. Helipads

1. Helipads, when required or provided, should be integrated with the roof scape design.

K. Site Equipment

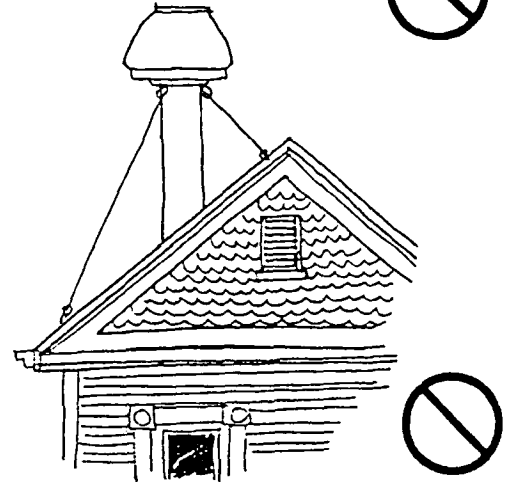
1. Transformers, Backflow devices, Gas and electric meters, Irrigation controls, Fire department connections, Sprinkler risers, etc.

Generally site equipment is considered visually obtrusive and does not contribute positively to an architectural design statement. Screening is encouraged. Locations should be carefully considered from the standpoint of both function as well as visual prominence. The Board encourages use of underground service for electric, telephone, etc.

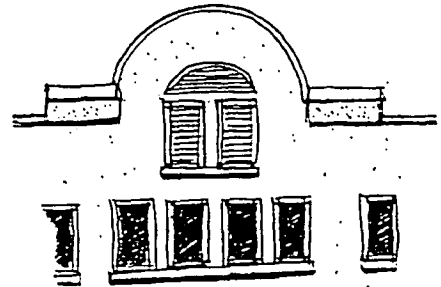


L. Ventilation Equipment

1. Roof mounted ventilation equipment should be considered as part of the roof scape design. When roof mounted equipment will be visible from the surrounding properties at grade, the location and screening design must be particularly and carefully handled.



2. Thru-wall louvers, etc. should be integrated into the pattern of the facade by size, alignment, texture, etc.



3. Change in use of existing buildings that require use of new ventilating stacks should conceal or integrate them into the design as feasible: The board strongly discourages stacks, vents, etc. exposed to public view.

SECTION 4

Application Procedures

A. Application Packet

1. The application packet is available from the Planning Division. The applicant is encouraged to discuss preliminary concepts with staff. On larger projects, the Board encourages applicants to make a preliminary submittal for "review and comment only" before developing their detailed schematic design plans.
2. Applicants are strongly discouraged from submitting final construction documents for initial Board review. Changes that might be required may be far more difficult to make at that point in the design process. The Design Review/Preservation Board strongly encourages applicants to make their presentation as early as possible in their design process.
3. All projects submitted require clear and complete drawings. The staff will not accept plans not to scale, incomplete information, or packages which are brought in parts or after required deadlines.
4. The current forms and posting notices are available from the staff.
5. The State Business and Professions Code and Board policy requires submitted plans to be signed by the persons who prepared them. Plans must be generally prepared by a licensed professional except for single family dwellings not over two stories or agricultural buildings.

City of Sacramento

Design Review and Preservation Board

	Name and Address	Phone No.
Property Owner	_____	_____
Applicant	_____	_____
Plans prepared by	_____	_____
Plans signed by	_____	_____
License no. and category	_____	
Location of Project: Address	_____	
Assessor's parcel no	_____	
Nearest major cross streets	_____	
Proposal General Description:	_____ _____ _____ _____ _____ _____ _____	

	Present land use	Zoning
Subject property:	_____	_____
Adjacent property to North:	_____	_____
East :	_____	_____
South:	_____	_____
West :	_____	_____
Parking spaces required	_____	Provided _____
Property area in square feet	_____	Approx. dimensions: _____
Proposed Setbacks Building setback from property line	Width of proposed landscaping	
North	_____	_____
South	_____	_____
East	_____	_____
West	_____	_____
Area of building in square feet at ground level	_____	Total area _____
Height of building in feet	_____	Stories _____

Date filed	Application No.	Meeting date	Report by
------------	-----------------	--------------	-----------

CERTIFICATION OF POSTING PRIOR TO PUBLIC HEARING

I CERTIFY UNDER PENALTY OF PERJURY THAT AS THE OWNER/APPLICANT OF/FOR THE SUBJECT PROPERTY/PROJECT DESCRIBED BELOW, I WILL POST PUBLIC NOTICE OF THIS APPLICATION REQUEST ON A CONSPICUOUS PLACE ON THE SITE FOR A PERIOD OF NOT LESS THAN SEVEN (7) DAYS PRIOR TO THE PUBLIC HEARING SCHEDULED FOR

Date _____

Owner/Applicant _____

Notes:

1. Guidelines that will be used by the Board in review of your project are available from the Planning Department.

2. The State Business and Professions Code, and Board policy, requires that submitted plans must be signed by the person who prepared them. Plans generally must be prepared by a licensed professional except for single family wood frame dwellings not over two stories or agricultural buildings.

3. After approval of preliminary plans by the Board, and acceptance of the conditions of approval by the applicant, final construction documents including landscape plans shall be filed with the Design Review/Preservation Director, who will review the documents for compliance with board conditions of approval. No permits or entitlements shall be issued until the Design Review/Preservation Director has certified that the documents submitted are in accordance with the Design Review/Preservation Board's approval.

SECTION 5

Meeting and Review Format

- A. Chairperson introduces Title of Item and requests staff report.
- B. Staff gives a brief summary of the staff report.
- C. The Chair invites Board members to question staff as necessary.
- D. The Chair asks the Applicant to make a presentation of their projects. The Board encourages the Applicant to use the Guidelines Format as a means to demonstrate addressing of design concerns. There are four main sections in the Guidelines Format: I. Composition and Theme; II. Elements; III. Site; IV. Utilities and Services. Items which have been handled in a routine way can be grouped together. The applicant is encouraged to focus on items which have been handled in an innovative way or items on which they disagree with staff recommendations.
- E. The Board questions Applicants regarding their presentation.
- F. The Chair requests input from other members of the audience either in favor or in opposition to the project or questions that may have bearing on the project to be directed to either the applicant or to staff.
- G. The Chair may request the Applicant to respond to specific issues raised.
- H. The Chair closes the public hearing portion of the meeting and opens the session for Board discussion or motion by a Board Member.
- I. A motion is offered and discussion of that motion is opened.
- J. On close of discussion or call for the question, roll is called. A majority of a quorum carries.
- K. Applicants may appeal decisions of the Board to the Planning Commission if it is a Design Review item or the City Council if it is a Preservation Board item.

Design Review Guidelines

K. Applicants may appeal decisions of the Board to the Planning Commission if it is a Design Review item or the City Council if it is a Preservation Board item.

L. Board discussion regarding study sessions, reports, and workshops are generally scheduled at the end of regular business.

M. After approval of preliminary plans by the Board and acceptance of conditions of approval by the applicant, final construction documents including landscape plans shall be filed with the Design Review Preservation Director who will review them for compliance with Board conditions of approval. Any changes or revisions should be clearly marked to bring them to the attention of staff. Acceptable methods include highlighting, clouding, and redlining. No permits or entitlements will be issued until the Design Review Preservation Director has certified that the documents submitted are in substantial conformance with the Design Review/Preservation Board approval. Items of question may at any point be referred by the Design Review/Preservation Board Director back to the Design Review Preservation Board for final determination at a regularly scheduled meeting.

N. The Board recommends that projects over 25,000 sq. ft. be reviewed in the field by the Design Review/Preservation Director for issuance of a certificate of occupancy or other final approval by City.

SECTION 6

References

Various planning documents may be applicable to a particular project. In addition, detailed "Guidelines" and "Design Notes" have been developed for a number of particular situations and common problems. While not formally a part of the Board's Guidelines, which are designed to be general in nature, all these references can be a valuable source of information for designers.

SECTION 7

Credits

**City of Sacramento
Design Review/Preservation Board
Guidelines Subcommittee**

Chairperson and membership from
June 7 1988 thru August 1 1990
Michael F. Malinowski

The Subcommittee would like to thank the following for their assistance in developing and producing the finished Guidelines

Marquez/Hardy Design: Design and production assistance

Richard B. Hastings Design Review/Preservation Director:
Draft of associated ordinance amendments and staff support

Sketches were contributed by the following individuals

Michael F. Malinowski

Lex Coffroth

Bruce Monighan

Joe Yee