

PURPOSE OF DESIGN REVIEW

Design Review is intended to ensure that the design of proposed development and new land uses assists in maintaining and enhancing the small-town, coastal, historic, and rural character of the community.

WHEN IS DESIGN REVIEW REQUIRED?

All new structures, any relocation, exterior addition(s), changes to existing structures, and other physical improvements shall be subject to Design Review, whether or not a building permit is required. The following improvements always require Design Review by the Planning Commission:

- Structures located within 100' of a coastal bluff.
- Projects resulting in three or more residential units on a single parcel, including condominiums, townhouses, apartments, and other multi-family residential development projects.
- All nonresidential development projects, including: commercial, offices, and industrial structures; marinas and yacht harbors; and cultural, fraternal, quasi-public, religious, social, and similar structures for places of assembly.
- The aesthetic impact of grading or filling of land.

The following improvements shall require Design Review by the Commission only if in conjunction with a development project and by the Director if they are not in conjunction with a development project:

- Removal of natural ground cover, trees, or vegetation.
- Installation of a fence, wall, or retaining wall visible from a public right-of-way.
- Landscaping including vegetation, irrigation systems, and low level lighting.
- Signs included with plans for any project listed above.
- Exterior lighting.

The following improvements always require Design Review by the Director:

- Construction or rehabilitation/remodeling of a secondary dwelling unit or duplex.
- Signs that do not require Planning Commission review.

NOTICE TO APPLICANTS

Consult the Fort Bragg Citywide Design Guidelines when designing a project. This companion document to the Inland Land Use & Development Code (ILUDC) complements ILUDC standards and provides good examples of appropriate design solutions and interpretations of the various regulations. The Citywide Design Guidelines are intended to promote a desired level of future development quality that will:

- A. Clarify expectations for quality design;
- B. Be a source for evaluation criteria for project review;
- C. Provide a method to help ensure objectivity, consistency, and predictability in the design review process; and
- D. Promote a clear identity and sense of place for the entire community of Fort Bragg.

All development applications are subject to the regulations set forth in the ILUDC and Fort Bragg Municipal Code. Please be advised that, prior to submittal of a complete application and set of plans, staff comments and interpretations should be considered preliminary and subject to change pending full review of a complete application package by all City, County, and State departments/agencies as necessary.

City of Fort Bragg
Community Development Department
416 North Franklin Street
Fort Bragg, California 95437
Telephone (707) 961-2827, ext. 110
Fax (707) 961-2802
Email: CDD@fortbragg.com
<http://city.fortbragg.com>
March 2014

Design Review

*for properties outside
the Coastal Zone*



City of Fort Bragg

Community Development Department

Consult the City of Fort Bragg Inland Land Use & Development Code (ILUDC), Section 18.71.050, and the Citywide Design Guidelines for further information about Design Review on properties outside the Coastal Zone.

I. SUBMITTAL REQUIREMENTS

A planning application shall be submitted for development projects requiring discretionary review by the Planning Commission or Director. One application may be used for multiple permits processed concurrently for a project. Applicants must submit **ten (10) copies** of each of the following scaled plans and at least one set on reproducible-sized paper (11"x17" maximum) with all dimensions shown.

SITE PLAN

Ten (10) copies of a site plan shall be submitted that include the following information:

- A. The lot or parcel involved, showing shape and dimensions.
- B. Abutting street and name, indicating distance from property line.
- C. North arrow and scale.
- D. The location of proposed new or existing buildings, if any, and their uses and distances to property lines.
- E. All driveways, approaches, barriers, parking and loading areas.
- F. Location of utility lines (power, telephone, sewer, water).
- G. With dotted lines, indicate an addition to an existing structure, if applicable.
- H. Show proposed landscaping on the site plan unless a separate landscape/planting plan is included in the application.
- I. All proposed/existing landscaping shall be illustrated on the site plan.
- J. Identify the size and species of all trees. Label each tree to be removed with an "X" through it.
- K. Indicate potential phasing limits of the project. Describe the manner of installing and maintaining parking, lighting,

landscaping, private grounds, streets, utilities, and open space.

ARCHITECTURAL ELEVATIONS

- A. Elevations of all sides of new structures shall be shown.
- B. If the exterior of an existing structure is to be changed, all existing and proposed elevations of the structure shall be shown.
- C. Exterior materials and colors of all proposed and existing structures shall be indicated or generally described. Color and material samples shall be submitted.
- D. All mechanical equipment or similar features located above the roof shall be shown.

FLOOR PLANS

Provide floor plans of all stories with rooms, exterior doors and windows, and seats (for eating establishments) indicated so that parking and coverage calculations can be made.

LANDSCAPE PLANS

A detailed landscape plan shall be submitted for the entire site, in compliance with Chapter 18.34 (Landscaping Standards) of the ILUDC.

SIGN PLANS

A detailed sign plan shall be submitted for the entire site, in compliance with Chapter 18.38 (Signs) of the ILUDC.

OTHER PLANS & REPORTS

Other plans and reports may be required based on the information provided. These include but are not limited to preliminary grading and drainage plans, botanical surveys, wetlands delineation, and soil reports.

II. EVALUATION OF PROJECT CRITERIA

The review authority shall evaluate each application to ensure that the project:

- A. Complies with the purpose and requirements of Section 18.71.050 of the ILUDC and applicable portions of the Citywide Design Guidelines;
- B. Provides architectural design, building massing, and scale appropriate to and compatible with the site surroundings and community;
- C. Provides attractive and desirable site layout and design, including building arrangement, exterior appearance and setbacks, drainage, fences and walls, grading, landscaping, lighting, signs, etc.;
- D. Provides efficient and safe public access, circulation, and parking;
- E. Provides appropriate open space and landscaping, including the use of water-efficient landscaping; and
- F. Is consistent with the General Plan, any applicable specific plan, and the certified Local Coastal Program if located in the Coastal Zone.

III. PROCESS

The application will be first reviewed by City staff for completeness and to determine whether the project is subject to review by the Planning Commission or Director. The application, along with all supporting documentation, will be routed to affected local, State, and Federal agencies for review and comment. If the application is to be reviewed by the Planning Commission, a public hearing will be scheduled. The decision of the Planning Commission shall be final unless appealed to the City Council. If the application is subject to review by the Director, a Notice of Pending Decision shall be issued. An interested third party may request a public hearing. Design Review decisions by the Director may be appealed to the Planning Commission.