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## **11.0 DESIGN REVIEW**

The purpose of this section is to establish a design review process for development proposals in order to ensure that development within the Specific Plan area occurs in a manner which enhances the character and quality of the community and that the scale, spatial relationships and architectural treatment of structures including materials, colors, and design, visually contribute to the overall character of the Specific Plan area. Design review also applies to the ancillary elements of projects such as signs and landscaping in order to ensure that the overall development maintains the same integrity of design as approved for the primary structure(s). All subsequent development must be reviewed and approved by the Master Developer prior to City Review.

### **11.1 Design Review Required**

No building permit shall be issued for, and no person shall commence to use, any structure including signs, until that structure and its accompanying development has received design review approval pursuant to the provisions of this Section.

### **11.2 Design Review Application**

Application for a design review shall be filed with the Planning Department on a form prescribed by the City Planner and shall include, but not be limited to, the following data and maps:

- (1) Name and address of the applicant;
- (2) A statement that the applicant is the owner or the authorized agent of the owner of the property subject to the Design Review request. This provision shall not apply to proposed public utility right-of-way.

- (3) The address and legal description of the property (Assessor's Parcel Number).
- (4) A list of all owners of property located within three-hundred feet of the exterior boundaries of the subject property; the list shall be keyed to a map showing the location of these properties.
- (5) Site plans, scaled and fully dimensioned, indicating the location of all property lines, type and location of all buildings and structures, entrances, parking, signs, walls, and preliminary grading information.
- (6) Landscape plans that show the location of landscape areas and proposed planting treatments; a list of proposed plant materials shall be provided with the proposed sizes at the time of installation.
- (7) Location of existing improvements on adjacent properties and public right-of-way within one-hundred feet of the site boundaries.
- (8) Elevations and floor plans for all buildings, except where multi-phased development is anticipated and precise elevations and floor plans have not yet been established.
- (9) Material/color board.
- (10) A statistical inventory of the project including size of site, number of parking spaces, and coverage information.
- (11) A statement from the applicant describing the project and its relationship to surrounding development.
- (12) The City Planner may require additional information or plans, if necessary, to determine whether a design review request should be granted or denied. The Director may also authorize omission of any plans and drawings required by this action if the finds they are not necessary.
- (13) An signed statement of approval from an agent of the Master Developer approving the plans as submitted to the City for review.

### **11.3 Design Review Hearing**

With the exception of a minor design review as provided herein, the Planning Commission shall hold at least one hearing on each application, for a Design Review. The hearing shall be set and notice given as prescribed in the Zoning ordinance. At this hearing, the Commission shall review the application and drawings submitted and may receive comments from the public concerning the proposed development and the manner it will effect the subject property and surrounding properties.

### **11.4 Scope of Design Review**

In order to achieve the purpose of this Chapter the following design concepts shall be paramount in the consideration of any design review approval:

- (1) The scale and spatial relationship of all structures should be appropriate to the site and to surrounding developments.
- (2) The design concept should complement the quality of existing development and create a visually pleasing relationship between the proposed and existing projects.
- (3) Exterior materials should demonstrate a concern for quality and originality. The use of a particular material should, as a rule, exemplify the special characteristic so the product or be demonstrative of its specific application.
- (4) Electrical, mechanical and other equipment should be screened; such screening should be an integral aspect of the project design.

(5) Project should respect neighboring property's privacy, quiet, function, or views; service areas including, but not limited to, openings, docks and equipment should be located in such a way as not to create a nuisance for adjoining properties.

(6) Accessory structures, fences and walls should be harmonious with the design of the principal structures and should employ compatible building materials.

(7) Circulation patterns and parking areas should be efficient and should not adversely affect traffic on adjoining right-of-ways. Adequate parking should be provided and maneuvering areas for trucks and for drive-through facilities should generally be contained on-site; within the Town Center District, on-street parking and maneuvering may be permitted consistent with the intent of that District.

(8) Landscaping should be spread over the entire site and be visually interesting all year. Landscaping should screen parking and storage areas and shade parking lots.

(9) The project should consider solar orientation and provide for efficient energy use.

(10) Signs should be harmonious with the overall design concept of the project; materials and colors should be consistent with those used for the principal structure.

### **11.5 Actions of the Planning Commission**

The Planning Commission may approve the project as submitted or may recommend changes in the design or the application may be denied. A design review approval may be subject to such conditions

as the Planning Commission may prescribe. Conditions may relate to, but are not limited to, site design, including relationship to surrounding uses, functions of buildings or portions of site, setback coverage, amount of opens space, infrastructure improvements; shape, height, and bulk of structures; distances between buildings; architectural design of structure including exterior materials, colors and textures; location of ancillary equipment; locations of points of ingress and egress; location, amount, and design of parking areas; locations and efficiency of truck maneuvering and loading areas; landscaping, including location and general design, and height; lighting; walls and fences, including location, height, and materials; project grading; and project phasing.

### **11.6 Findings**

The Planning Commission shall make the following findings before approving a project with the Specific Plan area:

- (1) The project, as approved, will comply with the goals and objectives of the Santa Clarita General Plan and this Specific Plan document.
- (2) The project complies with the design directives contained in the Specific Plan section 11.0 Design Review.
- (3) Conditions and safeguards pursuant to Section 11.6, "Action of the Planning Commission," including guarantees and evidence of compliance with conditions, have been incorporated into the approval of the subject project to ensure development of the property in accordance with the objectives of this Specific Plan and the area in which the site is located;

(4) All finding and actions taken by the Planning Commission are final except if said findings are appealed to the City Council;

(5) The Planning Commission shall establish its findings and actions by resolution.

#### **11.7 Action by the City Council**

A report of the actions of the Planning Commission shall be transmitted to the City Council after the Planning Commission hearing. If approved, the City Council shall receive and file said report. Appeals of any decision by the Planning Commission may be made to the City Council. However, the decision of the Planning Commission shall be final ten days from the date of the decision unless an appeal has been filed with the City Council pursuant to the provisions of the Zoning Ordinance.

#### **11.8 Minor Design Review**

Minor Design Review is intended for projects which are significantly smaller in scale than those for which a normal design review procedure is appropriate. The Planning Commission may approve, deny, or conditionally approve the following project subject to the provisions of this sections:

(1) Additions to commercial and industrial structures or permitted accessory structure in excess of 500 square feet;

(2) Plans not involving more than a total of four units;

The City Planner may approve, deny, or conditionally approve the following projects subject to the provisions of this section;

(1) Single-family detached dwellings, including in-fill and development in approved subdivisions;

(2) Additions to commercial and industrial structures or the construction of accessory structures of 500 square feet or less in area;

(3) Additions to residential dwellings;

(4) Alterations to existing structures which substantially change the appearance of the structure even though the floor area may not be affected (i.e. changes in the shape of exterior materials);

(5) The following residential accessory structures: Unenclosed structures such as carports, gazebos, and patio covers (both trellis-type and solid) as well as enclosed structures containing less than 600 square feet of floor area such as sheds, cabanas, children's play-houses, and work shops;

(6) Reconstruction of commercial structures which has been destroyed or substantially damaged, provided said structures were legally in existence and said reconstruction returns the structure to its original size and appearance;

(7) Signs pursuant to Section 9.0, "Sign Regulations;"

(8) Modifications of site plans for building movement within a range of 0-15 feet;



(9) Modification of setbacks within a range of 0-5 feet;

(10) Substitutions of materials which are in conformance with the original design approval;

The Planning Commission or the City Planner shall be empowered to approve a minor design review as the project was submitted or may require changes in the design or may deny the project and instruct the Building Division to issue no building permits for the project.

The Planning Commission or the City Planner shall only approve a minor design review when the findings required by Section 11.6, "Findings of the Planning Commission," have been made.

The person submitting the project for minor design review may appeal the City Planner decision and/or conditions to the Planning Commission; provide that said appeal be submitted to the City Planner within 10 working days. The Planning Commission shall hear the appeal in the same manner prescribed for a Design Review pursuant to the provisions of this Chapter. Planning Commission decisions may be appealed to the City Council. No construction related to the minor design review shall commence prior to Planning Commission or City Planner action/approval.

The City Planner may also elect to submit any minor design review to the Planning Commission when, in the opinion of the City Planner, any of the following may be applicable:

(1) The project may significantly affect properties other than the applicant's and additional public notification and input is warranted;

(2) The project requires an environmental impact report (EIR) or a negative declaration, according to the California Environmental Quality Act (CEQA);

(3) The project may be generally controversial within the community;

(4) The project will need a variance.

Unless specific provisions are specified for minor design review, for the general administrative purposes of this Chapter, the terms design review and minor design review shall be interchangeable.

### **11.9 Lapse of Design Review Approval**

A design review approval shall lapse and shall become void one year following the date on which the design review became effective, unless prior to the expiration of one year, a building permit related to the design review is issued and construction commenced and diligently pursued toward completion. Notwithstanding conditions to the contrary, a design review granted pursuant to this Section shall run with the land for this one year period and shall continue to be valid upon a change of ownership of the site which was the subject of the design review application.

### **11.10 Modification of Design Review Approval**

Any alteration or expansion of a project for which there has been a design review approval as well as all applications for modification or other change in the conditions of approval of a design review shall be reviewed according to the provisions of this Chapter in a similar manner as a new application.

**11.11 Re-application**

Following the denial of a design review application or the revocation of a design review approval, no application for a design review of the same or substantially the same design concept on the same or substantially the same site, shall be filed within one year from the date of denial or revocation of the design review.

**11.12 Occupancy**

No structure which has received a design review or minor design review approval shall be occupied or used in any manner or receive a Certificate of Occupancy until the City Planner has determined that all conditions of approval have been satisfied.