

# ARCHITECTURAL AND DESIGN REVIEW

## REQUIRED INFORMATION

Applications for Architectural and Design Review will be accepted and scheduled for a Planning Commission agenda when the following information is submitted:

1. A completed application form.
2. A site plan drawn to scale (1" = 10', 20', 30', 40', 50', 60') including details showing curb-cuts, driveways, and on-site circulation (including entrances, exits, traffic flow patterns, and areas for turning and maneuvering). Dimensions and location of all parking spaces, identifying handicap, compact, and employee spaces, as needed. Sidewalks, pedestrian walks, and bicycle parking (number) should be shown. Loading and unloading areas, and transformer pad locations, are also required.
3. Floor plans of all structures indicating dimensions and square footage and front, side, and rear elevations showing materials and colors to be used.
4. Grading plans are required showing existing and proposed contours and fill needed. If fill and/or excavation is to involve over 50 cubic yards, engineering calculations by a civil engineer and an environmental impact statement are required.
5. Landscape plan showing and describing existing and proposed significant vegetation including location, size, and species. An irrigation system plan showing layout and location of sprinklers is also required.
6. The location and size of water and sewer lines, storm drain facilities, and location of the nearest fire hydrant.
7. If applicable, information regarding exterior lighting (location and type), trash enclosures (location and construction materials), and front, rear, and side setbacks from property line. Development or redevelopment involving advertising signs shall submit information on size (all dimensions), location on site, materials, color, and method of illumination.

## FACTS AND INFORMATION

The City of Lakeport Zoning Ordinance (Municipal Code), in an effort to ensure that new and/or altered structures will not be detrimental to the residents of the City, requires that plans for certain new uses and/or major alterations be reviewed by the City Planning Commission prior to the issuance of a building permit. The Planning Commission has the responsibility of acting as the custodian of the visual and aesthetic character of the City. The Commission and staff must ensure that new construction and/or major alterations will not be unsightly, undesirable, or obnoxious in appearance; will not impair the desirability of residents' investments or occupations in the City; and will not adversely affect

the general welfare and property in the community. To this end, the Planning Commission shall suggest any changes in the plans of such proposed buildings, structures, or other improvements as it may deem necessary to accomplish the purpose of the Architectural and Design Review section.

The Planning Commission will not approve any plans until they are satisfied that the purposes of the Architectural and Design Review section of the Code are accomplished. Each of the individual zoning districts list specific uses that are subject to Architectural and Design Review. The Zoning Ordinance also indicates that the following uses and structures, regardless of the zoning district in which they are located, are subject to Architectural and Design Review.

1. Public buildings and grounds.
2. Public and private schools, colleges, libraries, art galleries, and museums.
3. Public and private hospitals and other institutions.
4. Churches and other religious buildings and grounds.
5. Clubs, lodges, mortuaries, meeting halls, theaters, and other places of public assembly.
6. Motels and hotels (resorts).
7. Office buildings.
8. Service stations.
9. All commercial and industrial uses.
10. Trailer and/or mobile home parks and campgrounds.
11. Multi-family residential structures consisting of more than two units.
12. Single-family and duplex residential lots where similar plans are to be constructed on adjoining lots or where three or more such units are to be constructed on a single block.
13. Parking lots and public utility structures and installation except poles and towers carrying overhead lines.

Should you have a question about whether or not the building or addition that you are contemplating is subject to Architectural and Design Review, the Community Development Department staff can assist you. The staff can determine how the regulations apply and what kind of information is going to be needed in order to complete the process. It is recommended that you schedule a pre-application meeting with staff prior to submitting your application.

In most cases, there is a requirement that environmental review be conducted in conjunction with your application for Architectural and Design Review. Please

review the City's environmental review guide for additional information regarding compliance with the California Environmental Quality Act and local requirements.

The intent of this guide is to assist an individual who is applying for Architectural and Design Review in completing the necessary application forms, site plans, and other required information, and the procedure itself so as to comply with City standards and to be able to obtain a building permit for construction.

Should it be determined that the proposed addition or building that you would like to build is subject to Architectural and Design Review, it will be necessary for you to pick up an application form, fill it out, and submit a complete package to the City Community Development Department for consideration by the Planning Commission. Architectural and Design Review applications are reviewed and decided upon by the City Planning Commission at public meetings.

Land use applications require a minimum 30 to 45 days turn-around or processing time between submittal to the Community Development Department and the Planning Commission hearing. Your application will not be scheduled for Planning Commission review until it is submitted and deemed to be complete.

Proposed additions to existing structures may be approved by the City in place of the Planning Commission when there is a determination that the exterior appearance of an existing structure will not be appreciably altered; and where such addition is less than 400 square feet in area and less than 15 percent of the area of the existing structure.

An applicant for Architectural and Design Review approval must submit 14 copies of the completed application package which must include:

1. Site plan, drawn to scale, showing the proposed layout of structures and other improvements, including, where appropriate, driveways, pedestrian walks, off-street parking and loading areas, landscaped areas, fences, and walls. The site plans shall indicate the locations of entrances and exits and the direction of traffic flow into and out of off-street parking and loading areas, and areas for turning and maneuvering vehicles.
2. Floor plans and drawings or sketches showing the front, side, and rear elevations of the proposed building, structure, or other improvements, indicating materials and colors to be used.
3. Grading plans, where appropriate, showing existing and proposed contours of the site and adjacent streets and/or public areas.
4. Landscape plans showing type and location of existing and proposed plantings.

Once an application package is submitted, the following process occurs:

1. The Community Development Department staff prepares a file, and the project is assigned to a staff member who is the contact person throughout the review process.
2. The application is reviewed for completeness. If it is complete, a letter indicating such is sent to the applicant. If the project application is incomplete, the applicant is notified and requested to submit the specific information necessary to make it complete.
3. A complete application is distributed to other City departments and affected agencies who may have comments or concerns about the proposal.
4. Once the comments are received, a staff report with recommendations is prepared and the project is scheduled for a review by the City Planning Commission. Based on staff's report and recommendation, public testimony, and discussion, the Planning Commission takes one of the following actions:
  - A. Approves the appropriate environmental clearance and the Architectural and Design Review application with conditions of approval.
  - B. Denies the proposal. In the event the Commission denies the request, the project would not proceed any further unless the applicant appeals to the City Council. If appealed, the City Council will make a decision on the request.
5. After a decision is made, a letter is written and sent to the applicant indicating the formal decision of the Planning Commission and listing the conditions of approval. The conditions must be satisfied (completed) prior to obtaining a permit or certificate of occupancy for the project.

Within 18 months after approval of the project, the owner or developer must prepare and submit construction plans and obtain a building permit in accordance with the approved plans. Upon application, and within 18 months of the decision, the owner may ask the Planning Commission for an extension for a period not to exceed one additional year. No new application for Architectural and Design Review shall be complete until all prior approved Architectural and Design Reviews for the specific site have been abandoned in writing by the respective applicant.

In order to assist developers in preparing plans for new projects, the City has prepared a guide for new commercial industrial and multi-family residential development which should be consulted.

**For more information, please contact the City of Lakeport Community Development Department at (707) 263-5613 or by mail to 225 Park Street, Lakeport, California, 95453.**