

elk grove design guidelines

chapter 2

**administration**

Shape  
ape  
Buildings  
shape us

We shape our buildings:  
thereafter they shape us.

*Winston Churchill*

### **A. What is Design Review?**

Design Review is a discretionary process established to determine if a development project complies with applicable Design Guidelines. Design Review is used to ensure quality development in accordance with the City's design objectives and to ensure that the appearance of development will be compatible and harmonious with the use and enjoyment of surrounding properties.

### **B. When is Design Review Required?**

Design Review approval is required prior to issuance of any ministerial building permits or site improvement plans and prior to or in conjunction with discretionary action of corresponding development applications (e.g., Conditional Use Permit, Variance). Design Review for Subdivision Maps shall be processed in conjunction with the Tentative Subdivision Map application.

Design Review is required for development types listed below. Specific exemptions are listed in the Elk Grove Zoning Code Title 1, Chapter 10, Article 7, Section 110-85.

- Single-family Residential Subdivision Maps;
- Master Home Plans for Single-family Residential Subdivisions;
- Multi-family Residential Development; and
- Non-residential Development (e.g., commercial, office, industrial, and public/quasi-public development).

### **C. Who has Approval Authority for Design Review?**

The Planning Director is responsible for Design Review determinations on single-family residential Master Home Plans multi-family residential projects with less than 150 units, and non-residential development under 5,000 square feet. The Planning Commission is responsible for Design Review determinations on single-family residential subdivision maps, multi-family residential projects with 150 units or more, and non-residential projects over 5,000 square feet.

When  
We  
Build  
let us  
think

When we build, let us think  
that we build for ever.

*John Ruskin*

#### **D. How Does Design Review Apply to Adopted Area Plans and Pending Applications?**

Most of the adopted Specific Plans and Special Planning Areas (Area Plans) in Elk Grove include a Design Review process and some of the plans include Design Guidelines. If the Citywide Design Review process and/or Design Guidelines herein are more restrictive than those in the adopted Area Plans, the City's Design Review process and corresponding Design Guidelines shall apply. If the design guidelines in an adopted Area Plan are more restrictive, those guidelines will apply. However, Design Review is still required to determine compliance with applicable standards and guidelines.

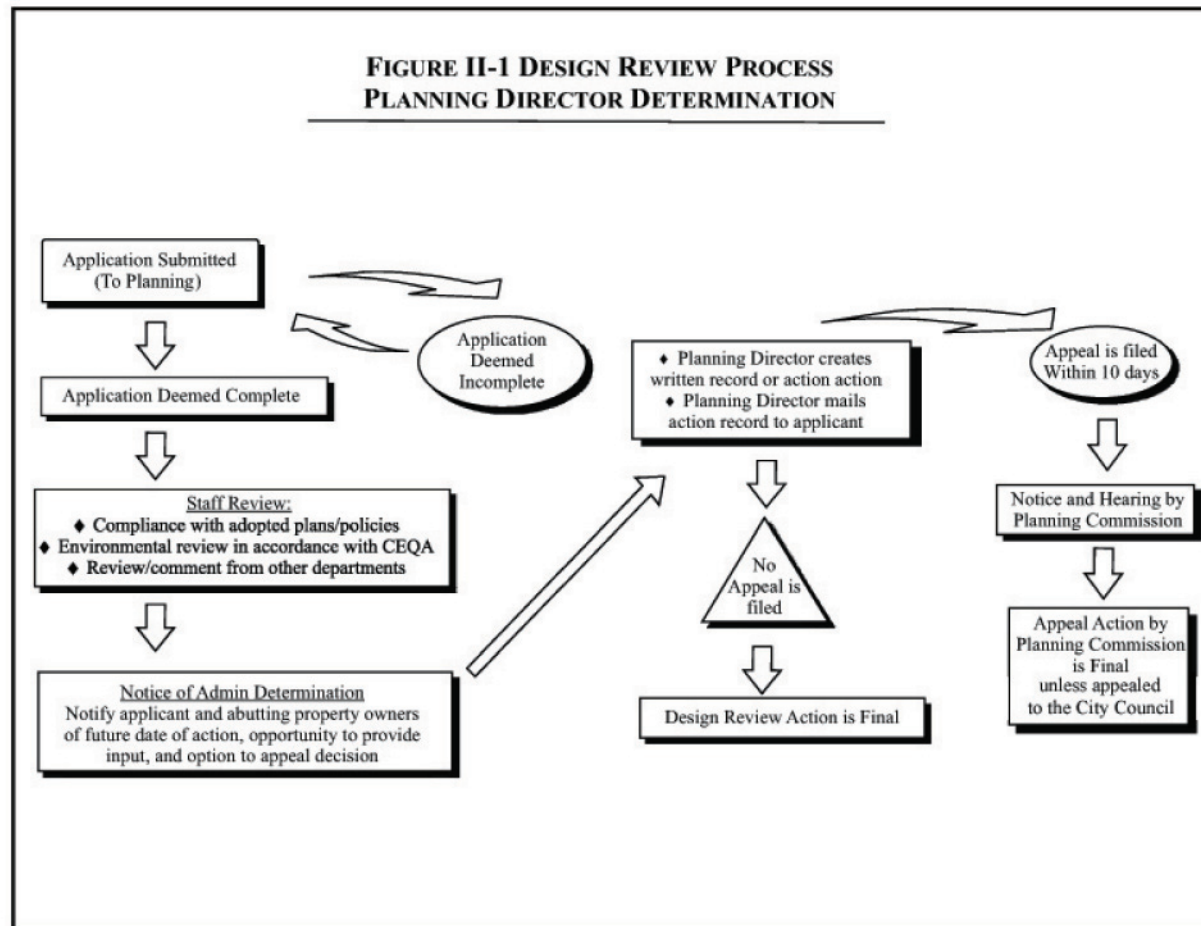
After the effective date of the City's Design Review Ordinance, the Design Review process and corresponding Design Guidelines herein shall apply to all pending applications that are not otherwise exempt. Applications are no longer pending once the appeal period on the City's entitlement action has expired or the appeal process has been fully exercised. For single-family residential development, Design Review will not be required for approved Tentative Subdivision Maps, but will apply to single-family residential Master Home Plans not approved prior to the effective date of the Design Review Ordinance.

#### **E. What is the Design Review Process?**

The Design Review process is the application, review, and determination of compliance with the provisions of the Design Review Ordinance and applicable Design Guidelines herein. There are two distinct Design Review processes, depending on the level of review authority (Planning Director or Planning Commission). See Figures II-1 and II-2 for a description of each.

Design Review actions by the Planning Director will be automatically forwarded to the Planning Commission as an information item on the next regular Planning Commission meeting agenda. The intent of forwarding the Design Review actions is not to cause further action on the Design Review determination, but rather to allow the Planning Commission to provide input regarding Design Review of

— We Build <sup>for</sup> Ever —



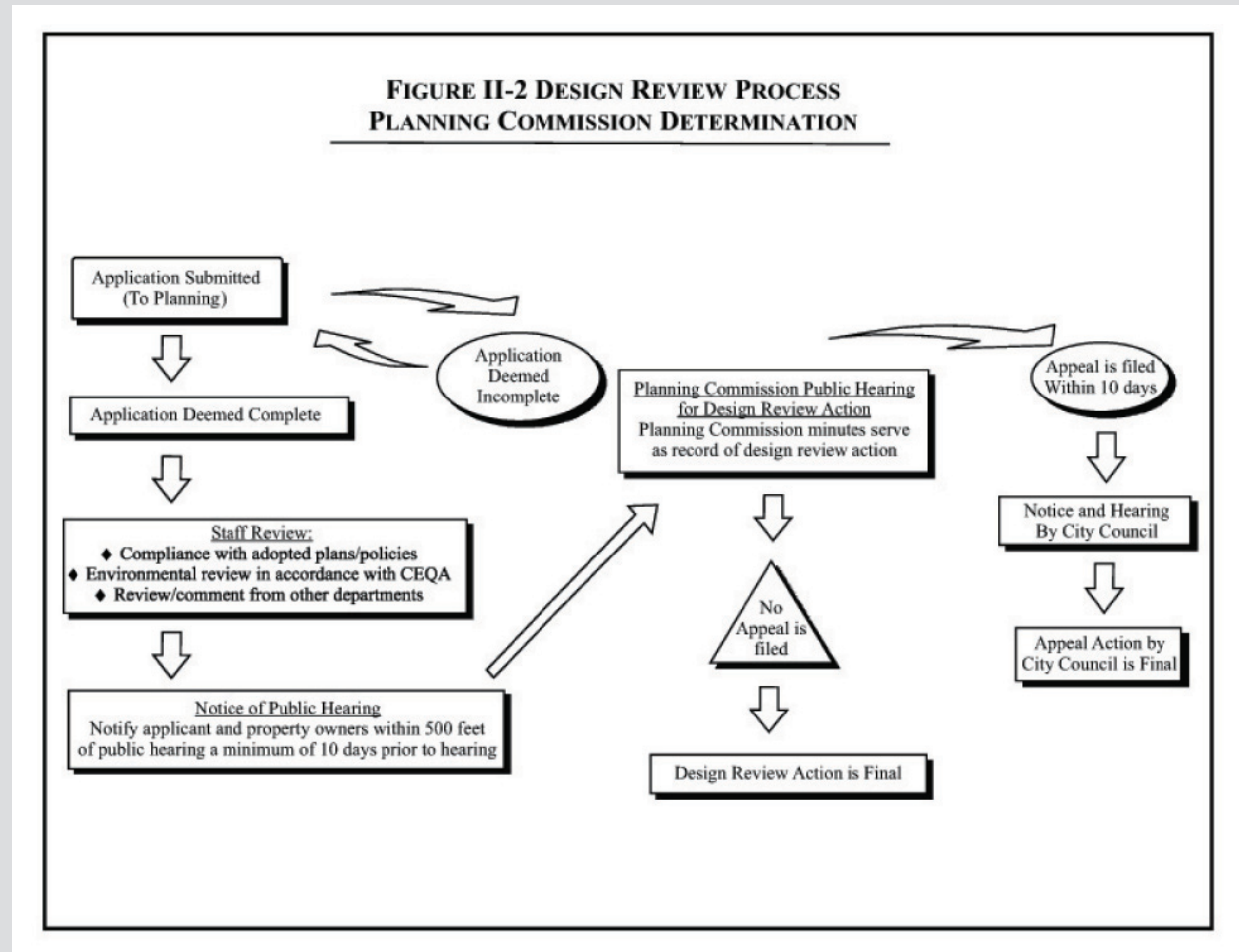
subsequent determinations by the Planning Director. The intent of the Planning Commission review is to allow Commissioners to provide feedback to the Planning Director regarding interpretation or necessary amendments to the Design Guidelines affecting subsequent Design Review actions. If the Design Review determination by the Planning Director on an application for a particular project is appealed to the Planning Commission, the appeal action by the Planning Commission is final, unless that decision is appealed to the City Council.

land  
Host  
+  
humans  
Guests

The land is the host and humans merely guests.

*Chinese Proverb*

Minimum Design Review application submittal requirements are listed on the individual Design Review application forms provided by Development Services Planning Staff. Applications shall be submitted to the Planning Division on forms provided by Planning Staff. Applications will not be accepted without payment of required fees.



## F. What is the Estimated Timeframe for the Design Review Process?

The estimated timeframe for the Design Review process is listed in Table II-1. Listed timelines are exclusive of the potential delay associated with incomplete applications, project modifications, any special studies required for environmental analysis, or continuations of public hearings.

Table II-1 Estimated Timeframe for Design Review Process				
Design Review Application Type	Determination of Application Completeness	Staff Review (1)	Determination or Public Hearing (2)	Appeal Period
<b>Planning Commission Determination of Design Review Applications</b>				
SF Residential Subdivision Maps (3)	30 days	2-4 weeks	2 weeks	10 days
Multi-family Residential Projects (≥150 Units)	30 days	3-5 weeks	3 weeks	10 days
Non-residential Projects (> 5000 sf)	30 days	3-5 weeks	3 weeks	10 days
<b>Planning Director Determination of Design Review Applications</b>				
Master Home Plans (4)	5 days	1-2 weeks	1 week	10 days
Multi-family residential projects (<150 Units)	5 days	2-4 weeks	1 week	10 days
Non-residential Projects (< 5000 sf)	5 days	1-2 weeks	1 week	10 days
<b>Notes:</b>				
(1) Includes environmental analysis assuming exempt project or initial study/negative declaration.				
(2) Includes noticing and public hearing.				
(3) The Design Review application for Subdivision Maps shall be processed in conjunction with the Tentative Subdivision Map application.				
(4) The Design Review application for Master Home Plans must be approved prior to issuance of Building Permits.				

### **G. How do you Know When the Design Review Process is Complete?**

The Design Review process is tentatively complete when the Planning Director or Planning Commission takes action to approve, conditionally approve, or deny the application. However, implementation of the action (e.g., site improvement plans, building permits) may not occur until the required ten-day appeal period has expired or been fully exercised.