

Submittal Requirements

The following are the submission requirements and the criteria that projects will be reviewed by in the Downtown developing under the Downtown Quality Development Regulations (Interim Design Guidelines). All projects developing under the Downtown Quality Development Regulations (Interim Design Guidelines), as specified in Ordinance 4035 as amended, will be subject to urban design review.

Process

Applicant submits initial deposit and administrative fee and detailed schematics- on computer disc (e.g. conceptual elevations or any renderings that help clarify the architectural features of the project) for urban design review to the City. The City forwards the CDs with Planning Advisory Review (PAR) comments (if available) to outside consultants and authorizes them to proceed with an urban design review.

Applicant contacts the assigned City Staff to schedule a kickoff meeting/conference call. Clarification of proposed development, uses, its relation to pedestrian linkages, property and curb line measurements, etc. to be identified during this phase prior to initiating the review.

The applicant will post their drawings for review in .dwg or .pdf format to the assigned planner.

During the review period (14 days from a complete application), the reviewer will redline and annotate in .dwg or .pdf format the drawings and submit the redlined drawings to the assigned City staff upon completion.

In the event of addendum reviews, archived material may be reinstalled on the on-line review folders, as necessary. The review process will begin again with the revised submission material from the applicant.

Upon completion of the urban design review process, the applicant may submit an Individual Development Approval (IDA) application for Compliance Review with the City.

Schematic Design Review

The Schematic Design (SD) Review is for design content only and is primarily intended to check general conformance with the Interim Design Guidelines (IDG). Building and safety codes are to be reviewed with their proper authorities as designated by the City.

Note:

All supporting information listed below must be provided in a digital format (.dwg is preferred, .pdf is acceptable). Use of the "SketchUp" computer software program is strongly recommended.

Submittal Checklist

- Site plan 1" = 40'-0"
- Open Space Plan 1" = 40'-0" (include linkages to pedestrian crossings, landscape & transportation)
- Elevations 1/16" = 1'-0" (with materials indicated)
- Floor plans 1/16" = 1'-0"
- Roof plan 1/16" = 1'-0"
- Area/Volume Excel spreadsheet

Area and volume calculations must include site area, maximum buildable footprint (site minus setbacks and open space requirement), building footprint, and the gross square feet of each level). Volume calculations should include the overall allowable volume under the old guidelines, and as proposed. If massing occurs within the Architectural Opportunity Zone (AOZ), the volume of the AOZ and the massing within the AOZ must be included.

Compliance Checklist

I. Community Patterns

IDG Step #1: Determine building footprint and placement

- Meet all setback requirements according to street type
- Include open space requirements

IDG Step #2: Determine General Building Envelope

- Every increase in height of a building over 100'-0" has an equivalent volume decrease on the site below 100'-0"
- Volumes above 100'-0" are limited to 33% of the overall buildable footprint
- Petition for additional 17% (maximum 50% building footprint) to achieve general consistency with the IDG

II. Architectural Patterns

IDG Step #3: Establish Architectural Bays

- Each bay minimum 7'-0" wide, maximum 14'-0" wide (15'-0" wide at façade end and corners)
- Each façade no greater than 12 bays wide
- Buildings wider than 12 bays shall have multiple facades no greater than 12 bays wide.
- Multiple facades offset and articulated with different colors and materials

IDG Step #4: Determine Building Massing

- Occupied volume within the Architecture Opportunity Zone (AOZ) is no greater than 35% of the total AOZ.
- Massing within the AOZ limited to five bays aggregate width, or two-thirds of the overall number of bays
- For any addition of volume within the AOZ, there is an equivalent reduction in the overall building volume
- Massing projections limited to 7'-0" into the building setback, and are located above the ground floor up to the first vertical building setback

IDG Step #4: Determine Building Massing (continued)

- Any addition of occupied space into setback area has an equivalent reduction in the overall building volume.
- Cantilevered projections at the second floor may post down to the ground level to create loggias.
- Projections may occur at a maximum aggregate width of five bays or two-thirds the number of bays.

IDG Step #5: Building Articulation

A. Skyline

- Include architectural elements/embellishments to indicate human habitation on the upper floors.
- Unoccupied tower elements or mechanical enclosures located above 140 feet may extend a maximum of 20'-0" above the height of the tallest primary building mass to a maximum of 160'-0".
- Individual elements or enclosures shall be limited to 13% of the area of the tallest primary building mass and collectively shall not exceed 26% of this area.

B. Mid-Section

- Windows provide a sense of activity for both commercial and residential buildings, giving the feel of a vibrant and enjoyable place.
- Windows should be appropriately scaled to their function, whether those functions are retail, commercial, or residential in nature.
- Where shutters are used, their width should be one half of the window opening.
- Balconies reinforce the sense of activity within a building and provide a connection to the outdoors for building occupants.
- As balconies do not increase the occupied space of a building, they do not impact the overall development area

C. Ground Floor

- Active uses on the ground floor of buildings
- The ground plane should include areas for outside dining and gathering
- The ground plane should include planting beds for ornamental flowers and trees
- Shade trees, as well as palm trees should be provided along the street spaces
- Pergolas, and other shade devices can be a substitute for shade trees
- Ground floor arcades are encouraged
- Storefronts are provided for ground floor public uses such as retail.
- The ground floor should include landscape buffer area and appropriate doors and windows for residential uses.
- Light fixtures on buildings and street light fixtures are provided.
- Box windows and balconies projecting beyond the façade of the building on lower floors to provide views up and down the street.
- Linkages to pedestrian crossings, landscape, open space and transportation are provided.