

Department Use Only

Control No.: _____ PAC Meeting Date/Time: _____

Sacramento County Design Guidelines

**APPLICATION CHECKLIST
NON-DISCRETIONARY COMMERCIAL PROJECTS
(Section One of the Community Design Guidelines)**

APPLICANT CONTACT INFORMATION

Name: _____ Contact: _____
Address: _____ City/State/Zip: _____
Phone No.: _____ E-Mail: _____

PROJECT INFORMATION

Address: _____ APN(s): _____
Brief Project Description: _____

- I have read and understand the commercial and mixed use Community Design Guidelines.**

SITE DESIGN

Community Design Objectives (1.1.1) [Design Guidelines Page: 11]

Renovated and new commercial development should contribute to the implementation of community design principles and concepts for commercial corridors and districts.

Roadway Design and Streetscaping (1.1.2) [Design Guidelines Page: 11-12]

Landscape and signage for every project should contribute to the implementation of streetscape principles and concepts for commercial corridors or districts.

- Roadways, pedestrian walks, and sidewalks are interconnected within the project and with surrounding neighborhood.
- Lighting and furniture is coordinated as a “family”.
- Traffic calming elements support and promote pedestrian circulation.
- Landscape and streetscape concept plan submitted.
- Street lighting and furniture concept plan submitted.

Building Setbacks and Alignments (1.1.3) [Design Guidelines Page: 12-13]

Buildings in established commercial areas should have setbacks that support streetscape, circulation and image objectives for the district.

- Street frontage is defined by building edges to reinforce the pedestrian experience, based upon its location in an urban, “hybrid” or suburban location (see examples on pages 12, 14, 15, 16) of the Guidelines.
- Building edges are aligned and designed to be consistent with adjacent development.
- Loading areas are screened and landscaped.

Building Edges and Storefronts (1.1.4) [Design Guidelines Page: 13]

Building edges and storefronts should be planned and designed to be an integral part of the district’s pedestrian system. Please reference sample drawings on pages 15 and 16 of the Community Design Guidelines.

- A minimum of 8’ of unobstructed sidewalk is provided along storefront edges.
- Display windows comprise at least 33% of the width of the building façade that faces the public street. If blank walls are unavoidable, three dimensional elements are present.
- Storefront and entries are clearly connected. (if applicable)
- Corner or mid-block pad buildings are oriented towards the street based on their district location. (if applicable)
- Drive-through windows do not isolate the building from sidewalks or connecting walkways. (if applicable)

Parking lots and Driveways (1.1.5) [Design Guidelines Page: 13-14]

Parking lots and driveways should be planned to be reduce the number of curb cuts, provide interconnectivity between sites, and be designed to support pedestrian, safety, connections and comfort.

- Shared driveways and parking access with adjacent sites is provided.
- Primary driveways designed as streets
- Parking lots and driveways provide for landscaped pedestrian connections to storefronts.
- Parking lots have dedicated landscaped walkways.
- The parking lot runoff plan complies with the County’s storm water control measures.
- Service windows and stacking lanes do not face public streets, unless site size and configuration do not allow.

Landscaping (1.1.6) [Design Guidelines Page: 14-17]

Landscaping design should be a defining feature for every project that contributes to the community's health, image, and pedestrian comfort.

- All areas not covered by structures, walkways, driveways, and parking are landscaped.
- Landscaping includes storm water quality treatment features that are consistent with the County's requirements.
- Landscaping is used to reinforce the overall site and architectural design concept for the project.
- Hardscapes are used to identify pathways and gathering places.
- Landscaping is used to enhance and soften the screening of loading and parking areas.
- Mature trees, rock outcrops, creeks, or other desirable natural site features are preserved and incorporated into the landscape plan.
- Vegetative buffers exist to treat runoff before it reaches a natural area.

Integrating Transit (1.1.7) [Design Guidelines Page: 17]

New Commercial development and renovation of existing centers and buildings should be planned and designed to facilitate access to transit.

- Sidewalks provide direct access to transit stops.
- Transit stops and connecting pedestrian routes are well lit.
- Bicycles facilities are designed into the site plan.

Transition to Residential Areas (1.1.8) [Design Guidelines Page: 17-18]

New and renovated projects should be designed to enhance adjacent residential neighborhoods. Projects should be designed to reduce the visual, noise, and use impacts on adjacent residential areas. Screen walls are generally regarded as mitigation for poor site planning.

- Adjacent neighborhood residents are able to walk a direct route from their homes to the project without traversing parking lots. Dedicated walkways may be used.
- Landscaping plan is contiguous with existing residential streets.
- Building heights address adjacent residential building heights by stepping down and increasing setbacks.
- Loading and service areas are not located adjacent to residential areas.
- Screening walls are designed as a natural extension of the architectural and landscaping concepts of the project
- Automotive bays are oriented away from any residential development or public street.

ARCHITECTURAL DESIGN PRINCIPLES

Architectural Design Concepts (1.2.1) [Design Guidelines Page: 19]

Projects in specific plan areas or other special planning districts should support existing architectural design policies and concepts. Every renovation and new commercial project should pursue architectural concepts that are compatible and further image and economic goals for the district and adjacent neighborhoods. (Consult with County Planning Staff.)

- If the project is a freeway or arterial oriented big box center, the design theme includes all buildings/tenants.

(Note: these concepts are covered by other guidelines)

Building Form and Massing (1.2.2) [Design Guidelines Page: 19-20]

Building massing and orientation should result in a pleasing and coherent composition of building elements and space.

- Large Stores are integrated into in-line shops or wrapped around storefront buildings.
- Roof forms or parapets are continuous for the full roof line.
- The project does not include long unbroken blank walls.
- Corner bay articulations, stepped or varied wall planes, varying parapet wall heights, or trellises are used to reduce visual monotony of large buildings.
- Canopies, arcades, reveals, recesses, projections or cornices are added to give tall walls a pedestrian-friendly scale

Architectural Design and Features (1.2.3) [Design Guidelines Page: 20-21] (if applicable)

The architectural design of commercial projects should have a vocabulary of design elements that contribute to overall design and image concepts that work at a district and pedestrian scale.

- Building entrances are designed as a prominent feature
- Wainscoting, cornices, canopies, awnings, and brackets are used.
- “Franchise” architecture is not a dominant feature.
- All facades of the buildings in the project include unifying and similar design elements. . .
- If service station islands or ancillary buildings are included, they are architecturally similar to the main building(s).

Materials and Colors (1.2.4) [Design Guidelines Page: 21]

Selection of materials and finishes for new and commercial renovation projects should be of high quality and reinforce overall image and massing concepts.

- Visible roof materials are not composite shingles, glazed or painted tiles, or other sheet metal.
- Exterior walls are not vinyl, metal, plywood, or other sheet material.
- Accent materials are stone, anodized or thermo acrylic materials, or wood with a minimal nominal dimension of 2”.
- Ground floor display windows are transparent clear glass.
- Upper floor windows are clear or lightly tinted glass and not reflective.
- Loud or inconsistent colors are not used as a dominant theme. (Note: loud colors are typically bright primary colors).

Lighting (1.2.5) [Design Guidelines Page: 21-22]

Lighting should be an integral part of the planning and design of commercial projects anticipating the needs of the shopping experience, businesses, and adjacent residential areas.

- Lighting is shielded and downward facing.
- Pedestrian scale lighting is included.

Service Areas (1.2.6) [Design Guidelines Page: 22]

Service facilities should be concealed from public view.

- Trash bins, compactors, utility meters, transformers, or other service elements are not visible.
- Service elements are designed as an integral element of the architecture.
- All roof mounted equipment is concealed by enclosure(s).

SIGNAGE

District Signage (1.3.1) [Design Guidelines Page: 23] (if applicable)

Development and public works projects in specific plan or special planning districts should support signage polices and design concepts. Signage identifying shopping and commercial districts should support both way finding and graphic identity objectives. The signage plan should provide consistency throughout the district.

- District: _____ (n/a if project is not within specific plan or special planning district)
- District sign plan reviewed by applicant.
- Project sign plan prepared and submitted to County.
- District image theme reflected in project sign plan.
- Median, monument, and identity signage located as part of the project sign plan.
- Placement of and maintenance for district signs coordinated with appropriate Departments in the Municipal Services Agency.

Multi-tenant Project Signage (1.3.2) [Design Guidelines Page: 23] (if applicable)

For new commercial development with multiple tenants: monument, entry, way finding, tenant, and other signage should be designed as a “family”.

- Master Signage Criteria is submitted that provides an overall coordinated signage concept for known and future tenants. Signage plan to include all types of signs, including freestanding, directional, and wall signage.
- Building signage complement building architecture.

Single Tenant Building or Pad Signage (1.3.3) [Design Guidelines Page: 23-24] (if applicable)

Signage for new single tenant buildings should be developed to reflect landscape and architectural concepts of the project.

- Signage Criteria submitted that demonstrates that building signage complements building architecture.
- These guidelines are intended to apply to new construction of commercial buildings and pads and are not intended to apply to replacement of existing signage.