



MEMORANDUM

CITY OF SAUSALITO

TO: Legislative Committee, Historic Landmarks Board Representative Morgan Pierce,
Planning Commission Representative Vicki Nichols

FROM: Calvin Chan, Assistant Planner *Calvin Chan*

DATE: July 23, 2014

SUBJECT: Project Review Procedure Diagrams

On the meeting of July 16, 2014, Staff was directed to refine the review procedures for Historic Overlay Zoning District properties and Local, State, and National Register properties. Combining elements of current procedures with proposed changes developed in the Historical Preservation Regulations Update, a revised diagram has been prepared. In addition a diagram has been prepared showing the proposed delegation of issues:

- Design Review Permit issues to be handled by the Planning Commission;
- Historic Design Review Permit issues to be handled by the HLB; and
- Issues to be jointly handled by the Planning Commission and HLB.

The following diagrams have been prepared as tools for the Historic Preservation Regulations Update.

1. Project Review Procedures for Properties in the Historic Overlay Zoning District – PROPOSED, *revised July 18, 2014*
2. Design Review Permit / Historical Design Review Permit Issues – PROPOSED, prepared July 18, 2014
3. Project Review Procedures for Properties in the Historic Overlay Zoning District – CURRENT

Please contact me at 289-4129 or cchan@ci.sausalito.ca.us if you have any questions.

Recommendation:

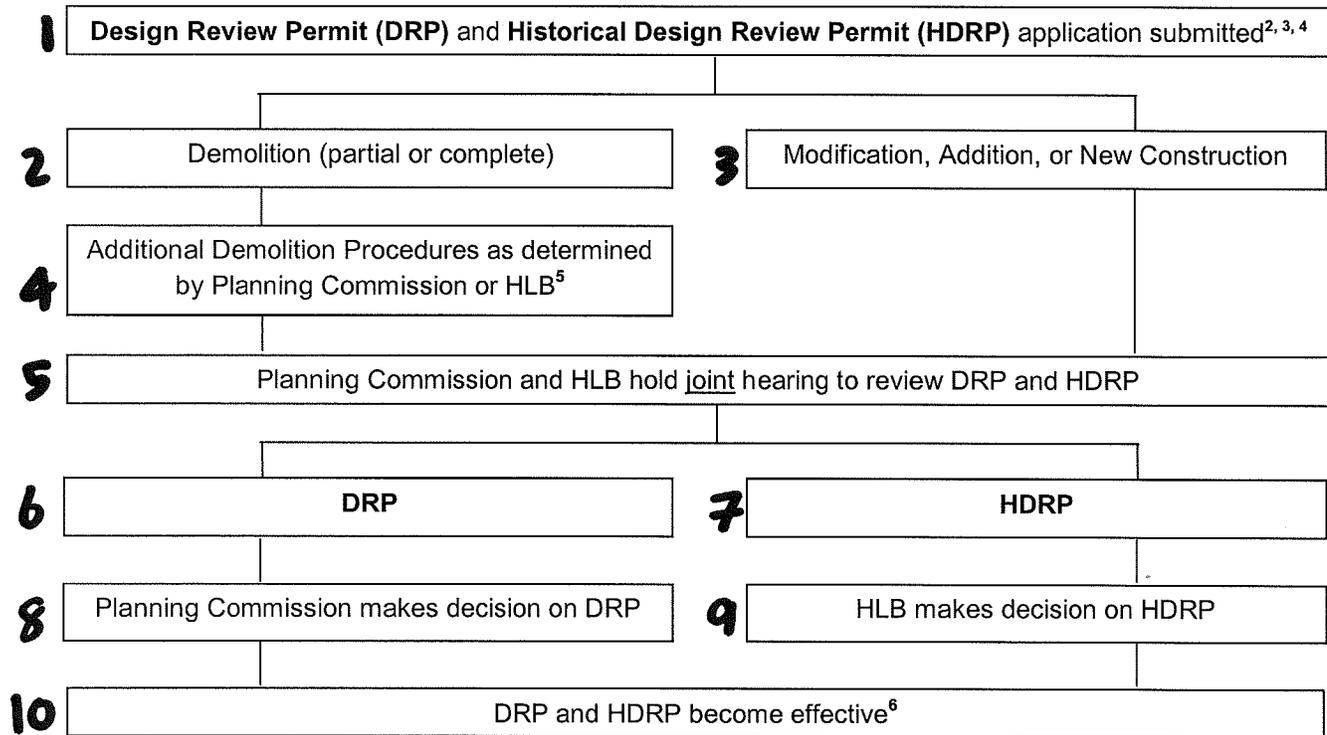
Review diagrams and identify any suggested modifications.

Exhibits:

- Project Review Procedures - PROPOSED - 07-18-14 (Diagram)
- Design Review Permit / Historical Design Review Permit Issues - PROPOSED 07-18-14 (Diagram)
- Project Review Procedures - CURRENT - 07-02-14 (Diagram)

Project Review Procedures for Historic Overlay Zoning District properties and Register Properties¹

PROPOSED



Notes

1. These procedures also apply to National, State, and Local Historic Register properties
2. HLB may hold a study session to provide general comments and direction for certain projects
3. All Historic Overlay Zoning District properties must have a historic resource evaluation report
4. HLB may delegate certain minor alterations for administrative decisions
5. Additional demolition procedures for HDRP are initiated by HLB only
6. Decisions on DRP and/or HDRP may be appealed

Revised July 18, 2014

Design Review Permit / Historical Design Review Permit Issues

PROPOSED

DESIGN REVIEW PERMIT (DRP) ISSUES

- Compatibility of architecture and site design to neighborhood character or district, or, contribution to city's design diversity
- Public views and private property primary views
- Building profile (silhouette)
- Maintenance of light and air
- Appropriate design of exterior lighting, mechanical equipment, and chimneys
- Privacy
- Traffic safety and circulation
- Protected Trees and significant natural features
- Crowding or overwhelming of surrounding properties
- Floor Area Ratios (FARs)
- Building coverage
- Height
- Setbacks
- Impervious surface

SHARED ISSUES

- Compatibility of architecture and site design to neighborhood character or district
- Landscaping provides visual relief and is compatible to surroundings
- Sign applications

HISTORICAL DESIGN REVIEW PERMIT (HDRP) ISSUES

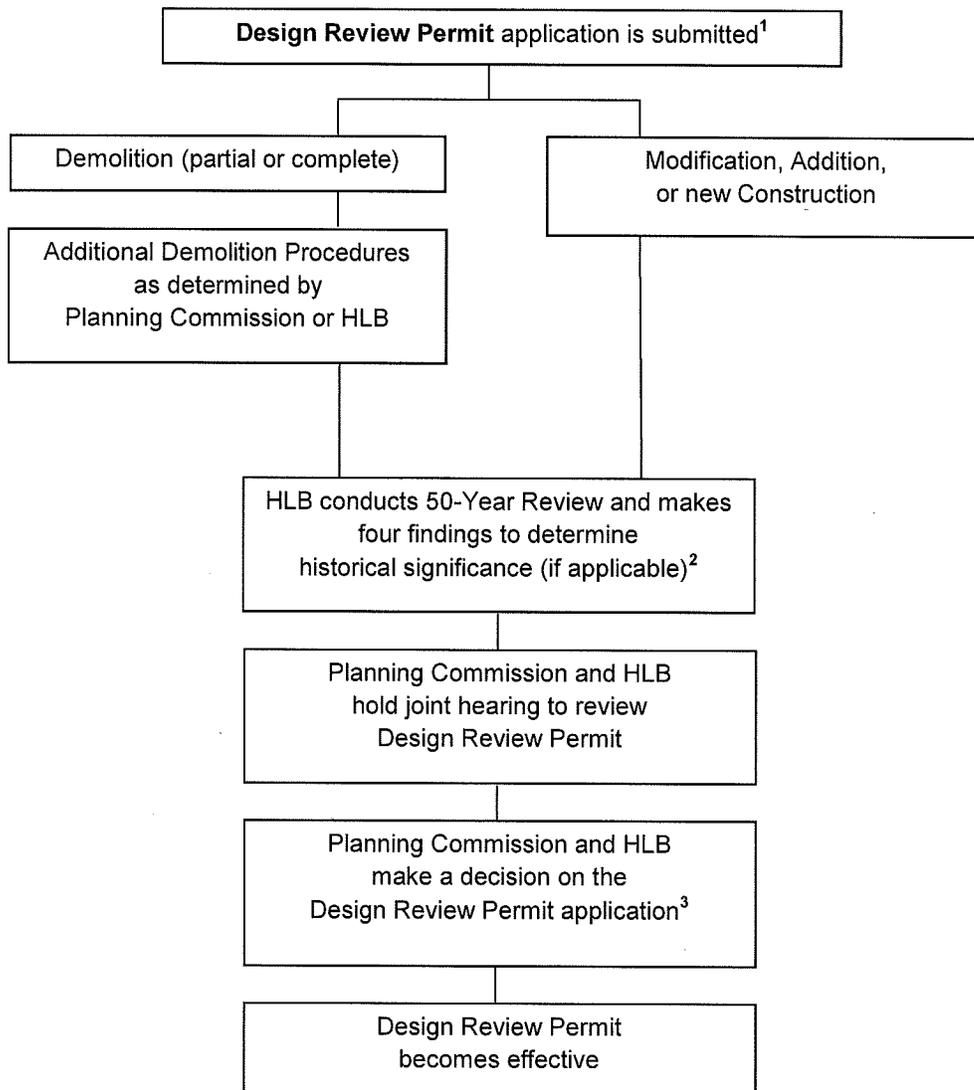
- Compliance with Secretary of the Interior's *Standards* as well as applicable and adopted guidelines or policies
- Preservation, enhancement, and restoration of exterior architectural features
- Protection of special character, historic, architectural, or aesthetic features
- Compatibility with Historic Overlay Zoning District

Prepared July 18, 2014

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Project Review Procedures for Properties in the Historic Overlay Zoning District

CURRENT



Notes

1. These procedures also apply to National, State, and Local Historic Register properties
2. HLB may hold a preliminary review "study session" to provide general comments and direction for certain projects
3. City Council holds hearing on Design Review Permit (if appealed)

Prepared
July 2, 2014