



DESIGN REVIEW - CITYWIDE:

Procedures	Project Types	Review Process	Decision Criteria
<p style="text-align: center;">ZONING WORKSHEET (ZW)</p>	<ul style="list-style-type: none"> ■ Repair or replacement of building components that visually match the existing or historical design. ■ Areas of porch, deck or balcony <30” above grade. ■ Change of Sign face copy. 	<p>OVER-THE-COUNTER SIGN-OFF: Zoning will create a new Zoning Worksheet records and sign-off at counter (as long as proposal does not effect the property’s <i>Character-defining elements</i>*).</p>	<ul style="list-style-type: none"> ■ The project conforms to all applicable zoning code standards. ■ All exterior treatments match existing or historical design.
<p style="text-align: center;">DESIGN REVIEW EXEMPTION (DRX)</p>	<p>‘DRX’ Projects include, but are not limited to:</p> <ul style="list-style-type: none"> ■ A Secondary Unit of 500 sq. ft. or less. (Regardless of whether it is less than or greater than 10% of total floor area or footprint) ■ Floor area additions within the existing building envelope <u>not</u> involving the creation of a dwelling unit. ■ Additions that are outside the existing building envelope and equal <u>no more</u> than 10% of total floor area or footprint on site. ■ Sidewalk Cafes with no more than 5 tables/15 chairs. 	<p>DESIGN REVIEW EXEMPTION (DRX): Zoning will issue final decision, usually at counter - as long as the proposal will not have a significant effect on the property’s <i>Character-defining elements</i>*.</p> <p><i>*“Character-defining elements” are those features of design, materials, workmanship, setting, location, and association that identify a property as representative of its period and contribute to its visual distinction or historical significance.</i></p>	<ul style="list-style-type: none"> ■ The project conforms to all applicable zoning code standards. ■ All exterior treatments visually match the existing or historical design of the building. <p><i>If a proposal does not conform to the above decision criteria, the applicable review process listed below shall apply:</i></p>
<p style="text-align: center;">SMALL PROJECT DESIGN REVIEW (DS)</p> <p>(See following page for definition of DS Tracks 1, 2 & 3)</p>	<p>‘Small Projects’ include, but are not limited to:</p> <ul style="list-style-type: none"> ■ Exterior changes compatible with, but not necessarily identical to, the existing or historical building design. ■ For Residential, front yard fences over 42” in height. ■ Retaining walls over 6 ft. in height that are visually screened from adjacent lots and from the street. ■ Sidewalk Cafes with more than 5 tables/15 chairs. ■ Alteration to Existing Telecom Facilities (6409 projects). ■ New or modified Signs - <i>excluding Advertising Signs and Signs extending above roofline.</i> ■ A Secondary Unit between 500 and 750 sq. ft. in floor area (not to exceed 75% of floor area in primary dwelling). ■ Additions that are outside existing building envelope and equal <u>more</u> than 10% of total floor area or footprint on site, but do not exceed 1000 sq. ft. or 100% of the total floor area or footprint on site, whichever is less.** <p><i>** Upper-story additions to 1-2 unit facilities of more than 250 square feet will be processed as described to the right.</i></p>	<p>SMALL PROJECT DESIGN REVIEW (DS): <u>Upper-story additions of more than 250 sq. ft. will be subject to the following “Track 3” procedure:</u></p> <ul style="list-style-type: none"> ■ Applicant submits for Small Project review. Zoning will provide applicant with the names and addresses of owners adjacent to subject lot, a notice mailing form, and a large Notice Poster to install on site. ■ Applicant will display a large Notice Poster on site, as well as mail notice, with copy of plans, to adjacent neighbors. Public will have 10 days to comment and/or request a meeting with Zoning staff. ■ Issues related to design and potential neighbor impacts will be evaluated against checklist criteria (based on Design Review Manuals). Projects not in compliance will require revision. ■ After close of comment period and/or holding of any requested meeting, Zoning will complete review of plans and issue a final decision. 	<ul style="list-style-type: none"> ■ The project conforms to all applicable zoning code standards ■ The proposal will not have a significant effect on property’s <i>Character-defining elements</i>* (as defined above for DRX). <p>Plus, as applicable –</p> <ul style="list-style-type: none"> ■ <u>“Checklist Criteria: 1-2 / 3+ Units”</u> Based on Design Review Manuals for: (A) 1- 2 units & (B) 3+ units ■ <u>Checklist Criteria: Non-Residential”</u> Based on “Oakland Small Project Design Guidelines” (Signs & Storefront changes) ■ <u>“Checklist Criteria: Telecom.”</u> (for addtns. to existing Micro/Mini sites) <p>NOTE: <i>The Director may refer any ‘Small Project’ not meeting the criteria above to the DR process listed below:</i></p>
<p style="text-align: center;">REGULAR DESIGN REVIEW (DR)</p>	<p>‘Regular DR’ Projects include, but are not limited to:</p> <ul style="list-style-type: none"> ■ Projects requiring design review, and not qualifying for either the DRX or DS process (see above). ■ New construction, addition, or exterior alteration requiring a Conditional Use Permit (CUP) or Variance. ■ <u>Creation of one or more new dwelling units</u>, other than a secondary unit. ■ Additions that are outside the existing building envelope and exceed 1000 square feet or 100% of the total floor area or footprint on site, whichever is less. 	<p>REGULAR DESIGN REVIEW (DR):</p> <ul style="list-style-type: none"> ■ Application will be considered by either the Planning Director or the Planning Commission; Projects involving Landmarks reviewed by Landmarks Board. ■ In parallel with posting of site, Zoning will mail notice to all property owners within 300 feet. Public will have 17 days to comment and/or review plans. ■ Initial decisions by Planning Director will be appealable to the Residential Appeals Committee or Planning Commission. Projects <u>not</u> involving 1-2 Units will be further appealable to City Council. 	<ul style="list-style-type: none"> ■ The project meets the Regular DR findings (17.136). <p>Plus, as applicable –</p> <ul style="list-style-type: none"> ■ <u>Variance findings</u> (17.148); ■ <u>CUP findings</u> (17.134); ■ <u>Any additional findings by Zone;</u> ■ <u>“Design Review Manual for 1-2 Unit Residences”</u> (for 1- 2 units);



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DEFINITION OF SMALL PROJECT DESIGN REVIEW - TRACKS 1, 2 & 3

Procedures	Project Types	Review Process
<p>-(TRACK 1)- SMALL PROJECT DESIGN REVIEW</p>	<p><u>Applies to Small Projects that DO NOT involve:</u></p> <ul style="list-style-type: none"> ■ An upper story addition to a 1- or 2-Unit Residential Facility of more than 250 square feet; or ■ A “Local Register Property” (see definition below). <p><i>A “Local Register Property” is any building, object, property or district listed in the City of Oakland’s Local Register of Historical Resources, which includes all Landmarks, Designated Historic Properties (DHPs), Heritage Properties, Study List Properties, Preservation Districts, and S-7 and S-20 Preservation Combining Zone Properties; and those Potential Designated Historic Properties (PDHPs) that are determined by the City’s Cultural Heritage Survey to have an existing rating of “A” or “B”, or to contribute or potentially contribute to an Area of Primary Importance.</i></p>	<p><u>TRACK 1 - SMALL PROJECT DESIGN REVIEW (DS):</u></p> <ul style="list-style-type: none"> ■ Applicant submits for Small Project review. Project will be evaluated, usually at counter, against checklist criteria (based on Design Review Manuals). Projects not in compliance will require revision. ■ Zoning will complete review of plans and issue a final decision, usually at counter.
<p>-(TRACK 2)- SMALL PROJECT DESIGN REVIEW</p>	<p><u>Applies ONLY to Small Projects involving a “Local Register Property” (see definition above):</u></p> <p>Note: Any Proposed Addition qualifying for Small Project and involving an upper story addition to a 1- or 2-Unit Residential Facility of more than 250 square feet shall be reviewed instead according to the Track 3 procedure below.</p>	<p><u>TRACK 2 - SMALL PROJECT DESIGN REVIEW (DS):</u></p> <ul style="list-style-type: none"> ■ Applicant submits for Small Project review. Zoning will determine, in concert with Historic Preservation staff, whether proposal will impair the site’s historic value. Any proposal determined to have a negative impact on a Local Register Property will NOT qualify for DS Review. ■ Project not effecting the site’s historic value will be evaluated against checklist criteria (based on Design Review Manuals). Projects not in compliance will require revision. ■ Zoning will complete review of plans, usually at counter for qualifying projects, and issue a final decision.
<p>-(TRACK 3)- SMALL PROJECT DESIGN REVIEW</p>	<p><u>Applies ONLY to Small Projects involving an UPPER STORY ADDITION TO A 1- OR 2-UNIT RESIDENTIAL FACILITY INVOLVING MORE THAN 250 SQUARE FEET OF NEW FLOOR AREA OR FOOTPRINT.</u></p>	<p><u>TRACK 3 - SMALL PROJECT DESIGN REVIEW (DS):</u></p> <ul style="list-style-type: none"> ■ Applicant submits for Small Project review. Zoning will provide applicant with the names and addresses of owners adjacent to subject lot, a notice mailing form, and a large Notice Poster to install on site. ■ Applicant will display a large Notice Poster on site, as well as mail notice, with copy of plans, to adjacent neighbors. Public will have 10 days to comment and/or request a meeting with Zoning staff. ■ Issues related to design and potential neighbor impacts will be evaluated against checklist criteria (based on Design Review Manuals). Projects not in compliance will require revision. ■ After close of comment period and/or holding of any requested meeting, Zoning will complete review of plans and issue a final decision.