CALL TO ORDER / FLAG SALUTE/ ROLL CALL

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<td>City Manager Regan Candelario</td>
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<td>Council Member Linda Gardner</td>
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<td>Council Member Douglas Strehl</td>
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<td>Mayor Pro Tem Tami Trent</td>
<td>Administrative Assistant Jennifer Ourique</td>
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Planning Commission

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II. ORAL COMMENTS FROM THE PUBLIC

Members of the Public may be heard on any item on the Special Meeting Agenda. Speakers addressing the Council will be limited to 3 minutes per speaker. Be advised, by law the City Council cannot deliberate or take action on issues presented during Oral Comments that are not shown on the Agenda.

III. WORKSHOP ITEMS

1. Discussion of the Status of the Planning Commission’s Update of the Design Review Guidelines and the Planning Commission’s Design Review Scope and Authority

2. Receive Report on the Status of the State’s Inspection of the Fortuna Trailer Park

IV. REPORT OUT AND ADJOURN

Pursuant to Government Code Section 54957.5, any non-confidential documents or writings that the City distributes, less than 72 hours before a regular meeting, to all or a majority of the legislative body's members must be made available to members of the public at the same time as the distribution. Documents and information related to the agenda topics are available for review at City Hall, 621 11th Street, between the hours of 8:00 AM to 5:00 PM. Members of the public are invited to come to the meeting and comment. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at 725-7600. Notification prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Linda McGill
City Clerk
DATE: July 26, 2016

TO: Planning Commission

FROM: Liz Shorey, Deputy Director of Community Development

THRU: Regan M. Candelario, City Manager

SUBJECT: Discussion of the Status of the Planning Commission’s Update of the Design Review Guidelines and Planning Commission’s Design Review Scope and Authority

STAFF RECOMMENDATION: No action necessary. Informational item only.

A Planning Commission subcommittee has been actively meeting and working to update the design review guidelines, providing comments and revisions to staff to incorporate into a draft for review by the full Planning Commission. Most recently, the subcommittee met with staff on July 6th to provide their revisions and diagrams to incorporate into the guidelines. Staff expects to incorporate the revisions and schedule a meeting in early August.

One of the items that the Commissioners asked to be clarified is their role in considering building height and location when considering design review applications. Specifically, the section 17.07.100.B of the Fortuna Municipal Code requires that the Commission consider the following:

B. Scope of Design Review. Where design review is prescribed for a use or structure by the zoning regulations, review and approval shall be directed to the following considerations:

1. The proposed location of the structure on its site in relation to the location of buildings on adjoining sites, with particular attention to view considerations, privacy, and topographic or other constraints on development imposed by particular site conditions;

2. The size or bulk of the proposed building in relation to the character of existing buildings in the vicinity;

The Commission seeks to provide clear direction to staff and developers, to have a unified understanding with the Council, and avoid appeals. The Council and Commission have previously been provided with a copy of the City Attorney’s review of the matter (attached). The Commission seeks direction from the Council through discussion in this workshop format.
**RECOMMENDED ACTION:**

1. Receive staff presentation and review questions with staff.
2. Open Public Comment.
3. Close Public Comment; voice vote.
4. No action necessary. Informational item only.

Attachments:
- Fortuna Design Guidelines
- City Attorney Memo, May 22, 2016
MEMORANDUM

TO: Liz Shorey and Regan Candelario
FROM: David E. Tranberg
SUBJECT: Design Review Process
DATE: May 22, 2016

Your email of May 13 informed me that the Planning Commissioners, when sitting in their design review capacity, are unclear as to the scope and limit of their authority. Their uncertainty evidenced itself in their recent design review of the Wendt/Gulliksen project. I would note that there appeared to be a good amount of uncertainty as well on the part of the City Council as it heard the appeal.

Section 17.07.100 of the Fortuna Municipal Code is where the design review policies and regulations are found. Among other things, that section enumerates nine specific purposes that design review is supposed to achieve. None of those nine make any reference to being consistent with the standards or requirements of the zoning code adopted by the City. In my opinion, that is not an oversight, but it is an indication that the two functions do not always precisely work together in harmony. This is because they are each intended to address different matters.

Zoning ordinances more often set objective standards such as a building can not exceed X feet in height, or a building must be set back from a property line at least X feet. On the other hand, design review is largely an exercise in subjectivity. For example, how does one measure when a project will be inharmonious with surrounding properties as set out in section 17.07.100B. There is not an objective standard by which to measure that attribute of a project or building. Beauty, and harmony, is in the eye of the beholder.

Projects for which the zoning code requires design review must satisfy both the objective standards of the zoning code, as well as the subjective purposes of design review. The Wendt/Gulliksen project serves as an example to illustrate the point. While the building met the height limits and property line set backs, it was still subject to design review. One function does not automatically supersede the other; rather they are intended to work in harmony with each other. A project may meet the precise requirements of
zoning but still be rejected based on design review. Were it otherwise, design review would rarely be of benefit or serve any purpose.

Section 17.07.100B spells out the permissible scope of design review and delineates certain considerations that should go into that design review. Among those are, Section 17.07.100 B (3) “the size or bulk of the proposed building in relation to the character of existing buildings in the vicinity”, and Section 17.07.100 B(4) “....ugly, inharmonious, or Monotonous design is (to be) avoided.”

A proposed project may, in my opinion, meet applicable zoning requirements in terms of set-back, height, size, etc, and still be found to not satisfy the design review “review and approval... considerations” required by the code. However, in light of what happened on this particular matter, it is not clear that all of the Planning Commissioners and City Council members would accept my interpretation. Some, it appears, believed that a building or project that met the standards of the zoning code was or should be entitled to design approval.

The most appropriate way to address this uncertainty is to have the two bodies meet together to discuss their respective views. While interpretation of city codes is ultimately within the preview of the city council, both groups play important roles in both the zoning and design review process. Working from a common understanding will likely achieve a better result.

After such a meeting, and if appropriate, the Fortuna Municipal Code could be amended to more clearly set out the process and interaction of the zoning and design review functions.

Please let me know if you have other questions or concerns.
City of Fortuna

Design Guidelines—Adopted through the Fortuna Zoning Ordinance and Fortuna General Plan 2010-2030

Contact Information:

City of Fortuna Community Development
Department
621 11th Street
Fortuna, CA 95540
Liz Shorey, Deputy Director of Community Development
(707)725-1408
lshorey@ci.fortuna.ca.us
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Introduction

The City of Fortuna, recognizing the opportunity to guide the visual quality of future development within the City, identified the need for Design Guidelines. As new construction, renovation of existing buildings, redevelopment, and in-fill development occur, the City is interested in ensuring a stable, successful corridor that contributes to the community’s quality of life and identity.

These Guidelines represent a collection of adopted standards adopted through the Fortuna Municipal Code and the Fortuna General Plan 2030.

The Design Guidelines are intended to be the framework within which development and improvement projects occur. These standards are set as a planning guide for future design projects and development in the City. They also establish a means by which City officials may measure the quality, effectiveness, and cohesiveness of a project being proposed by a development team.

Design review is required for any new development, exterior building modifications, including building colors, parking lots, signage, and landscaping plans, by the Fortuna Municipal Code for:

**Commercial Zoning Districts**
- Neighborhood Commercial (N-C)
- Retail Commercial (R-C)
- Commercial Thoroughfare (C-T)
- Freeway Commercial (F-C)

**Residential Multifamily Developments**
Design Review Findings and Considerations:
The following sections of the Fortuna Municipal Code describe scope and findings for design review projects. When the Planning Commission considers a development project for design review, the following findings must be made in order to approve a project design. Applicants should take time to consider these findings at the beginning of and during project design, and ensure that their projects meet all of these findings before submitting a project for review. This will minimize or eliminate project revisions and save time and cost.

B. Scope of Design Review. Where design review is prescribed for a use or structure by the zoning regulations, review and approval shall be directed to the following considerations:

1. The proposed location of the structure on its site in relation to the location of buildings on adjoining sites, with particular attention to view considerations, privacy, and topographic or other constraints on development imposed by particular site conditions;

2. The extent to which the site plan attains the minimum amount of grading and/or removal of trees and vegetation in creating a building site, including access drives and off-street parking areas;

3. The size or bulk of the proposed building in relation to the character of existing buildings in the vicinity;

4. Details of proposed site plan, architectural, and landscaping treatment to ensure that while originality in site planning, architecture, landscaping, and graphic design are not suppressed, ugly, inharmonious, or monotonous design is avoided. Review shall include exterior design materials, texture, colors, illuminations, signing, and landscaping, but need not consider elements of the design that are not visible beyond the boundaries of the site;

5. Improvements to existing buildings and site features on the same site;

6. Details of design required to achieve the purposes of this title;

7. Compliance with objectives, policies, or standards of any plan adopted by the city council.

I. Findings in Support of Decisions.

1. The decision-making authority shall make appropriate findings of fact in support of each final design review decision, including, but not limited to, findings regarding each of the following matters:
a. The consistency of the project design with the Fortuna general plan and zoning ordinance;

b. Compliance of the project with the California Environmental Quality Act; and

c. Consistency of the project with policies set forth in the design review manual.

2. The decision-making authority may not base any final decision upon consideration of the following matters:

a. Design details such as the color, shape, volume, texture, or construction materials to be used on a project, except where such details are of a magnitude that will significantly affect the overall appearance of the project or the compatibility of the project with its surroundings or where such details are inconsistent with adopted policies contained within the design review manual;

b. The interior design of a fully enclosed building.
LANDSCAPING AND SCREENING

17.05.110 Landscaping and screening.

Source: Fortuna Municipal Code Section 17.05.110

Purpose: To protect property from traffic, noise, heat, glare, and dust and to improve the appearance of neighborhoods and commercial areas providing landscaping and screening.

Considerations: A landscape and screening plan shall be required for all new commercial development and additions to existing commercial buildings.

I. Landscaping Plan requirements:

1. Location of:
   a. Lawn areas, groundcover areas, shrub masses, and existing and proposed tree locations.
   b. A planting schedule,
   c. Names of plants and their locations.
   d. Each plant should be shown in scale at its ultimate anticipated diameter, with a cross placed in the center showing the precise location.
   e. The plant’s name or a symbol identifying the plant, the number of plants used, and the distance on center shall be shown on the landscaping plan.

   a. The plant material selected shall be capable of healthy growth within the given range of soil and climate.
   b. Where trees are required, they shall be of a species, degree of maturity, and spacing acceptable to the approving body.
   c. A minimum size of five gallons for each tree is required.
   d. Where dense landscaping to a specified height is prescribed, the landscaping shall be of a type that will provide a year-round barrier at the prescribed height and shall be so spaced that vision of objects on the opposite side is effectively eliminated.
   e. The height requirement should be reached in a maximum of five years.

3. Gates. All gates or doors in fences, walls, or hedges shall open inward, if located within three feet of a street or public walk.

II. Area Screening Requirements.

1. Dense landscaping or solid wall or fence of a minimum height of six feet shall be provided:
   a. Along the rear and side property lines of any nonresidential use that abuts a residential use, with the exception that the height shall be between two and
one-half and three and one-half feet on the side property line for a distance of 20 feet, as measured from the street right-of-way;

b. To screen any open area used for the storage of goods, materials, or wastes from view from abutting properties and from public rights-of-way. All openings for access ways shall be provided with solid gates or other devices constructed of view-obscuring materials;
c. To screen any open area used to display goods or materials for sale from abutting properties;
d. To screen manufacturing uses from view from public rights-of-way.
e. Fencing shall be constructed so that the structural members shall not be visible from a public street.
III. Parking Lot Landscaping.
   a. Adjacent to a residential use: A screening device shall be required along all interior property lines from all off-street parking spaces abutting a residential use:
      i. Not less than six feet in height, as measured from the top of the existing adjacent street, curb, or, where no curb exists, as measured from the average cross-section elevation of the street
      ii. The height shall be between two and one-half and three and one-half feet on the side property line for a distance of 20 feet as measured from the street right-of-way.
      iii. Said screening shall be a wall, grill constructed of solid fencing material, or dense landscaping. All off-street parking areas having four or more spaces shall be provided with screening and landscaping according to the following standards:
   b. Parking lots located within 20 feet of a street right-of-way shall be screened from the street by a landscaped strip of not less than five feet in width and a visually solid fence or hedge three feet in height on the side of the landscaped strip opposite the street.
   c. One tree shall be provided for every eight parking spaces, except that parking areas of five or more spaces shall also require at least one tree.
   d. Trees shall be planted in a tree-well measuring at least four feet by four feet in a location approved by the zoning administrator and shall be provided with a means of irrigation, if necessary, and maintained in a living condition.
Parking lot landscaping  (17.05.140 Off-street parking and loading).

L. Screening.

1. Every parking facility containing four or more spaces abutting a city street shall be separated from such street by a decorative wall, view-obscuring fence, permanently maintained compact evergreen hedge, berm, or a combination of the preceding treatments, not less than 30 inches and not more than 42 inches in height.

2. Every parking facility abutting property located in R districts shall be separated from such property by a decorative wall, view-obscuring fence, or permanently maintained evergreen hedge not less than five nor more than six feet in height.

3. Notwithstanding the requirements of this subsection (L), no screen, wall, fence, or hedge on a corner lot shall exceed a height of three feet above the established grade of either street, within an area formed by the street property lines of such lot and a line joining points on such lines located a distance of 33 feet from this intersection; nor shall such screening exceed a height of three feet above the established grade of the street within 33 feet of a driveway.

4. For any commercial or industrial use directly across a street other than a freeway from an R district designated for future residential use in the Fortuna land use diagram, the parking facilities shall be set back at least 20 feet. The setback area shall be landscaped in accordance with this subsection (L).
MULTIFAMILY DEVELOPMENTS

Source: Fortuna Municipal Code Section 17.03.012

Purpose: The RM district is intended to be applied in areas of the city where it is reasonable to permit and protect medium-high density apartment, townhouse, and condominium development. The RM district is intended to be applied in existing medium-high density areas, as well as other developed areas to encourage higher-density development and in undeveloped areas to allow for large-scale development projects.

Considerations:

17.05.110 Landscaping and screening.
Off-street common parking areas for multifamily dwellings shall be screened from street view by the means of berms, landscaping, fencing, or some combination thereof. All planters and tree wells shall be enclosed by a curb composed of concrete or other durable material not less than six inches in height, as measured from the top of the existing adjacent street curb, or, where no curb exists, as measured from the average cross-section elevation.

17.05.141 Open space for multifamily development.
A. Purpose. These regulations are intended to set forth standards for the development of usable open space within multiple-family residential projects in both the RM district and commercial districts to ensure that a minimum amount of common and private open space is available for the exclusive use of the residents of the development project in order to fulfill their needs for outdoor leisure and recreational opportunities.

B. Open Space Regulations.

1. Open space includes land that is accessible and available to all residents of a particular multifamily residential development. The provision of recreation facilities such as tot lots, lounges, gardens, basketball courts, and similar facilities may be considered open space. Greenhouses, glass-covered patios, and similar clear-roofed structures may be considered open space.

2. Open space does not include proposed street rights-of-way, buildings, open parking areas, driveways and access ways for the dwellings, land area utilized for garbage and refuse disposal, or other service maintenance.

3. Land in a multifamily development that is greater than 25 percent slope, or occupied by creeks, sloughs, marshes, or other waterways, may not be used to provide more than half of the open space requirement as established in each zone.

4. All required open space shall be permanently controlled and maintained by either the owner of the property or by an incorporated nonprofit homeowners'
association. Open space shall remain fully usable, with no obstructions over ground level space except for devices to enhance its usability.

5. Decks on roof spaces, garages, carports, or accessory buildings may be credited toward open space requirements.

6. The city may, as a condition of approval, require the applicant to employ any appropriate method(s) to ensure the permanent status and maintenance of open space.

C. Private Open Space.

1. Private open space is that open space devoted exclusively to the recreation and leisure use of one dwelling and is located immediately adjacent to such unit.

2. All properties containing more than two dwelling units may be required to provide private outdoor space for each unit in the development equal to at least eight percent of the residential floor area of the related unit for non-ground floor units and 10 percent of the residential floor area of the related unit for ground floor units. Private open space shall be counted as part of the required open space of a lot.

3. Not more than 60 percent of the space devoted to private open space may be covered by a private balcony projecting from a higher story. A screening device not greater than six feet in height and constructed of dense landscaping, or of a fence, wall, grill, or other screening device, may be required to abut private usable open space if, in the judgment of the zoning administrator, design review board, or planning commission, the need for establishing a pleasant outdoor leisure and recreation environment would thereby be facilitated. (Ord. 2011-692 § 2 (Exh. A)).
GENERAL PLAN DESIGN GUIDELINES

Source: Fortuna General Plan, Community Design Element

CD-1.1 Community Character/Identity. The City shall promote community character and identity and elements that make up the “essence of the city as a whole” by:

- Maintaining historic grain and scale of development;
- Encouraging use of local architecture themes;
- Encourage use of River Lodge’s architectural design as an anchor for new development design concepts;
- Encouraging use of historic building forms and materials;
- Maintaining importance of adaptive reuse of facilities;
- Promoting attractiveness of the community to pass-through visitors & related economic benefits;
- Promoting importance of the Riverfront District and the River Lodge;
- Physically and visually reconnecting the west and east sides of Highway 101;
- Honoring grain of development and continued use of natural separations of creeks and bluffs to help maintain the individuality of the various neighborhoods or districts; and
- Maintaining specific character and attributes of individual neighborhoods and districts.

CD-1.5 Use of Professionals. The City shall encourage the use of professional architects, landscape designers, and/or residential designers for commercial, multifamily residential, and planned development projects.

CD-1.7 Historic Preservation. The City shall encourage the preservation of historic structures, including the conservation and renovation of existing housing.

CD-1.8 Transit/Pedestrian-Oriented Design. The City shall encourage project sites to be designed to increase the convenience, safety, and comfort of people using public transportation, walking, or cycling.

CD-1.9 Pedestrian Circulation. The City shall require that new commercial development
be designed to encourage and facilitate pedestrian circulation within and between commercial sites and nearby residential areas.
CD-1.13 **Environmental Conformity.** The City shall require development project design to reflect and consider natural features, noise exposure of residents, visibility of structures, circulation, access, and the relationship of the project to surrounding uses. Residential densities, building intensities, and lot patterns should be determined by these and other factors.

CD-1.14 **Lighting.** The City shall review lighting and landscaping plans to ensure that they are compatible with adjacent uses, respond to public safety concerns, and reduce light emissions into nighttime sky. The City shall also prohibit continuous all night lighting except for security purposes.

CD-1.15 **Tree Planting.** The City shall encourage and support the planting of trees throughout the City to increase property values and provide habitat for plants, birds, and other animals.

CD-1.16 **Building Spacing.** The City shall require adequate spacing or insulation between buildings so that residents have separation from neighbors and adequate privacy consistent with appropriate neighborhood and building scale and design.
**CD-1.18 Industrial Design and Landscaping.** The City shall encourage industrial development to have the following features:

- Attractive building frontages that are readily visible from the public street;
- Variation in the roofline;
- Articulation in the walls (e.g., insets, projections, canopies, wing walls, trellises);
- Large parking areas with tree coverage separated into a series of smaller parking areas by the use of landscaping and location of buildings;
- Outdoor service areas, loading bays, and outdoor storage areas that are not readily visible to the public;
- Attractive landscaping (e.g., berms) to enhance the business by softening buildings and parking areas; and
- Public art.

**CD-1.19 Passive Solar Design.** The City should encourage new developments to be sited, as feasible, to respond to climatic conditions, such as solar orientation, wind, and shadow patterns.

**CD-1.20 Glare.** The City shall require that new building exteriors be constructed with non-glare or low-glare materials and paints, and minimize the use of reflective glass in exterior facades.

**CD-6.** The City shall require exterior lighting to use the lowest intensity lamp/wattage for security and safety purposes, and be shielded and directed downward so there is no direct illumination of adjacent properties.

**CD-3.2 Corridor Identity.** The City shall require that renovated and new commercial buildings and centers be planned and designed so that the location and shape of buildings contribute to the corridor’s identity and urban design concepts. This includes the orientation of buildings, composition of roof forms, and architectural treatments.

**CD-3.3 Setbacks.** The City shall require that building and parking setbacks be designed as an extension of the urban design concept for the corridor and adjacent neighborhoods. This includes the depth, edge treatment, pedestrian facilities and landscaping of setback areas.
CD-3.4 Landscape Buffers. The City shall encourage well-designed landscaped buffers/planting strips along major corridors to increase pedestrian safety, enhance neighborhood aesthetics, improve air quality, and provide space for street trees.

CD-3.9 Minimum Building Design Requirements. The City should encourage new development along major corridors to comply with the following minimum building requirements:

- All outdoor storage of goods, materials, and equipment and loading dock areas shall be screened from major roadways;
- Developments with multiple buildings should have a uniform design theme and sign program;
- Earth tones shall be used as the dominant color; colors such as white, black, blue, and red should be used as accents. Building surfaces should have color schemes that reduce their apparent size;
- Metal buildings shall be allowed only with enhanced architectural and landscaping treatment (such as use of trim bands, wing walls, parapets, and reveals); and
- All exterior elevations visible from major roadways should have architectural treatment to alleviate long void surfaces. This can be accomplished through varying setbacks, breaking buildings into segments, pitched roof elements, columns, indentations, patios, and incorporating landscaping into architectural design.
17.07.100 Design review.

A. Purpose. The purpose of these provisions is as follows:

1. To ensure that new development and/or the alteration or enlargement of existing development occurs in a manner that is consistent with the policies of the Fortuna general plan;

2. To preserve the natural beauty of the community and setting; to prevent the indiscriminate clearing of property, the destruction of trees and natural vegetation, and the excessive and unsightly grading of hillsides; and to preserve natural landform and ridge lines;

3. To ensure that the location and configuration of structures are visually harmonious with their sites and with surrounding sites and structures; that they do not unnecessarily block scenic views or dominate the natural landscape; that they create an internal sense of order and provide a desirable environment for occupants, visitors, and the general community;

4. To ensure that the architectural design of structures and their materials and colors are visually harmonious with surrounding development, natural landform, and vegetation; are appropriate to the function of the project; and promote harmonious transitions between different land uses;

5. To ensure that new development is compatible with future development, both on and off the site;

6. To ensure that plans for the landscaping of open spaces conform with the requirements of this title, and that they provide visually pleasing settings for structures on the site and on adjoining and nearby sites, blend harmoniously with the natural landscape, and are appropriate to the design and function of the structures;

7. To ensure that the design and location of signs and their materials and colors are consistent with the character and scale of the buildings to which they are attached or which are located on the same site, and to ensure that signs are visually harmonious with surrounding development;

8. To encourage the maintenance, rehabilitation, and improvement of existing buildings and structures, and to encourage the conformance of all signs with this title;

9. To ensure that access to the property and circulation thereon are safe and convenient for pedestrians, cyclists, and vehicles.

B. Scope of Design Review. Where design review is prescribed for a use or structure by the zoning regulations, review and approval shall be directed to the following considerations:

1. The proposed location of the structure on its site in relation to the location of buildings on adjoining sites, with particular attention to view considerations, privacy, and topographic or other constraints on development imposed by particular site conditions;

2. The extent to which the site plan attains the minimum amount of grading and/or removal of trees and vegetation in creating a building site, including access drives and off-street parking areas;

3. The size or bulk of the proposed building in relation to the character of existing buildings in the vicinity;
4. Details of proposed site plan, architectural, and landscaping treatment to ensure that while originality in site planning, architecture, landscaping, and graphic design are not suppressed, ugly, inharmonious, or monotonous design is avoided. Review shall include exterior design materials, texture, colors, illuminations, signing, and landscaping, but need not consider elements of the design that are not visible beyond the boundaries of the site;

5. Improvements to existing buildings and site features on the same site;

6. Details of design required to achieve the purposes of this title;

7. Compliance with objectives, policies, or standards of any plan adopted by the city council.

C. The planning commission shall act on design review applications and follow the procedures in this subsection.

D. Design Review Required. As prescribed in the zoning district regulations, if design review is required by the district regulations, such review shall apply to accessory and main structures and shall be completed in accordance with this chapter prior to the issuance of any use permit or building permit.

E. Applications. All applications for permits as required by this chapter shall be in writing, upon a form prescribed and furnished by the community development department, and filed in the office of said department. The application shall contain the name and address of the applicant; the name and address of the owner of the land; a description of the property involved; the street address; the reasons for filing the application; a description of the project to be undertaken; and other information as required by the zoning administrator to evaluate the application.

F. Required Data. Any application required by this chapter shall be accompanied by copies, in a quantity as required by the zoning administrator, of site plans, diagrams, photographs, materials, or other presentation material as may be necessary for complete review and consideration of the proposed development.

Plans shall be drawn to scale of a size as required by the zoning administrator, and shall indicate the following data where applicable:

1. Site Plan. A reproducible site plan that shows the following:

   a. Property lines;

   b. Existing features on the site and off-site features within 50 feet of the site boundaries, including structures, roads, trees, plant life, stream beds, rock outcroppings, or other significant natural features;

   c. Proposed buildings with dimensions;

   d. Proposed roads, walks, and paths;

   e. A grading plan showing proposed finished grades on the site and on adjoining sites at the property lines in comparison with existing grades;

   f. Location, number of spaces, and dimensions of off-street parking;

   g. Pedestrian, vehicular, and service ingress and egress, and driveway widths and location;

   h. Setbacks;

   i. Street dedications and improvements;
j. Location, height, and design of all fences or walls; and

k. Open space use and landscaped areas.

2. Building Plans. Plans showing the proposed building design that include the following items:

a. All elevations of each building and composite evaluation from the street if multiple buildings are proposed;

b. Color renderings or a palette of materials and colors to be used in the exterior of the building;

c. Perspective drawings to show relationship after development of the building(s) to off-site features;

d. The types and finishes of all the materials to be applied to the exterior surfaces of the proposed structure, walls, or additions;

e. The natural colors of the materials to be applied and the colors of any paint or manufactured product on the exterior of the structure, walls, or additions;

f. The lighting to be applied to the exterior wall surfaces or to be used for walkways, drives, and parking lots, and the light cast by the building’s interior, and its signs, visible from adjacent or neighboring properties;

g. All identifications and direction signs and graphics visible from the exterior of a proposed structure;

h. All artwork, sculpture, fountains, and other ornamental or decorative features that are visible from surrounding properties;

i. All provisions for a design of the following appurtenances, if visible from the exterior:

i. Utility lines, meters, and boxes;

ii. Refuse, storage, and pick-up areas;

iii. Stairs and ramps;

iv. Flues, chimneys, and exhaust fans;

v. Sun shades, awnings, and louvers;

vi. Balconies;

vii. Mechanical equipment visible from the exterior;

viii. Penthouses;

ix. Loading docks;

x. Downspouts;

xi. Antennas.

3. Landscaping. Plans showing proposed landscaped areas and general descriptions of landscaping to be installed, together with a layout of the irrigation system and the manner by which the landscaping will be maintained. Detailed landscape plans shall be submitted and approved prior to framing inspection.
4. Other Data. Other such data as may be required to permit the planning commission to make its required findings.

G. Design Review Procedure. In the initial application, an applicant may request either conceptual design review or final design review under the provisions of this chapter.

1. Conceptual Design Review. The purpose of conceptual design review is to provide the applicant with the planning commission's tentative reaction to the general design concept of a proposed project. Such review shall not include a formal decision on the application by the planning commission.

2. Final Design Review. Final design review by the planning commission is for the purpose of rendering a final decision on the application. At the conclusion of final design review, the planning commission may impose such conditions that are reasonable and necessary to carry out the purposes of this chapter and may, in addition, require such public improvements as are deemed necessary for the promotion of the public health, safety, and welfare.

H. Notice. A notice of the time and place of consideration of design review applications, including a general explanation of the matter to be considered and a general description of the area affected, shall be posted at least 10 calendar days before the hearing at City Hall.

A notice shall also be mailed or otherwise delivered to all persons, including businesses, corporations, or other private or public entities, shown on the last equalized assessment roll as owning real property within 300 feet of the property.

I. Findings in Support of Decision.

1. The decision-making authority shall make appropriate findings of fact in support of each final design review decision, including, but not limited to, findings regarding each of the following matters:

a. The consistency of the project design with the Fortuna general plan and zoning ordinance;

b. Compliance of the project with the California Environmental Quality Act; and

c. Consistency of the project with policies set forth in the design review manual.

2. The decision-making authority may not base any final decision upon consideration of the following matters:

a. Design details such as the color, shape, volume, texture, or construction materials to be used on a project, except where such details are of a magnitude that will significantly affect the overall appearance of the project or the compatibility of the project with its surroundings or where such details are inconsistent with adopted policies contained within the design review manual;

b. The interior design of a fully enclosed building.

J. Time Limitation on Approval. If construction in harmony with the permit for any development for which design approval has been granted has not commenced within one year from the date of notification of approval, such approval shall be deemed automatically revoked. Upon application, an extension of time may be granted by the same decision-making authority that originally granted design approval; said extension shall be for one additional year.

K. Appealable to City Council. Actions of the planning commission are appealable to the city council, pursuant to the procedures of FMC 17.07.004(D). (Ord. 2014-712 § 1 (Exh. A); Ord. 2014-707 § 1 (Exh. A); Ord. 2011-692 § 2 (Exh. A)).
Insert Sections O-15 to 0-25 of the General Plan when PDF format