
CONCEPTUAL DESIGN REVIEW

Purpose and Intent

Conceptual Design Review has two objectives: (1) early input with reduced design investment; and (2) design framework formation. It provides potential development applicants, Design Review Committee (DRC) and City staff a process and venue to exchange design ideas during early project development. The setting is informal to ease collaboration and idea exchange of fundamental, design framework components. The end product is DRC consensus direction. Staff will provide advisories to the potential development applicant.

The contextual presentation that is provided by the applicant will be heavily relied on to evaluate whether the proposal is compatible with the surrounding neighborhood.

Architect is required to be at all Design Review meetings. The item will not be heard if the architect is not present and will require rescheduling.

This process does not concern development applications nor does it provide complete technical and/or environmental analysis as it may pertain to the City's General Plan, applicable Community Plan or Specific Plan or Zoning Regulations. Conceptual Design Review applications are opened, processed and closed. Multiple conceptual review applications (separate fee) may be processed. There is no limit. Zoning Regulations Section 24.545.050 provides for the Conceptual Design Review process.

Review Process

1. **Filing** – Applicant submits application form, fee and requisite plans with information requirements noted below.
2. **Timing** – Application will be reviewed at a regular DRC meeting (1st Wednesday of each month).
3. **Meeting** – Applications are discussed across a conference room table to facilitate collaborative dialogue and in the following sequence:
 - a. Chair introduces project.
 - b. Applicant presents project (10 minutes max).
 - c. Staff provides advisories.
 - d. Chair opens public hearing for public comment.
 - e. Chair facilitates focused discussion between committee members, applicant and staff. Additional public comment is allowed at the Chair's discretion.
 - f. Chair concludes item by citing consensus direction.
4. **Closing** – Within 30 days of meeting, staff mails letter with attached DRC approved minutes plus any additional advisories.

Minimum Submittal Contents

All plans must be drawn at standard Architect's or Engineer's scale and the scale must be noted on the plans. The Designer's/ Architect's/Engineer's name, address, phone number and State license number (if applicable) shall be noted on the plans. All plans shall be folded in sets, to a size no greater than 8.5 inches x 14 inches. Rolled plans will not be accepted.

Planning Application Form

- Signed by the Property Owner

Project Description

- Text description of project and design rationale (for example, explain how the proposed project is contextually appropriate for the site) in letter format, 8.5 x 11 inches.

Site Plan (6 copies)

- North Arrow
- Adjacent streets, including their name and physical attributes (i.e. cross sections)
- Points of access (vehicle and pedestrian) from each street
- All property lines and their dimensions
- All existing and proposed buildings including their dimensions and property line setbacks
- All existing and proposed parking spaces including loading areas and bicycle parking
- Access point and path for each building
- Usable outdoor space
- Easements (if any)

Building Elevations (6 copies)

- All sides of existing and proposed buildings and structures
- Elevations labeled appropriately as north, south, east and west
- Height from top of curb at front property line to highest point of structure
- Height from adjacent grade to highest point of structure
- General architectural features of buildings, including window and door locations
- Access point (i.e., front door) for each building

Digital Copies

- Complete plan set in Adobe Acrobat (.pdf) document
- Digital photographs with file names identifying content (e.g. "East of project site," "100 E. Main Street," etc.)
- All digital documents placed on a disk labeled with applicant's name and project title
- All project context information and project description components placed on a CD in individual .pdf files

Optional

- Sketch-up models or other three-dimensional project representations.

Reduced Copies

- 6 Half size copies to scale + 1 reduced to 8.5"x11"

Photographs as follows:

- Color photos of the site and adjacent sites within 100 feet along the same street showing existing conditions and/or buildings
- Color photos taken from subject site showing adjacent sites within 100 feet along the same street
- Photos labeled to identify content and date taken

Solar Shading Study that includes: (All new development greater than one story)

- Solar shading study shall be required along the northern property line interface between commercial or mixed-use and residential uses and between residential uses
- Solar fence height of 12 feet for single family residential adjacent to any non single family residential uses
- Solar fence height of 18 feet for all other instances
- Analysis shall use a solar angle of 27 degrees on December 21 at 1 pm
- Plans shall indicate method of analysis, including software type if used

PowerPoint Presentation (Version 2010): See Attachment A

Zoning Regulation:

- Development standard vs. project comparison table (e.g., yes/no table of setbacks, height, parking, building height, etc.), separate sheet, 8.5 x 11 inches

Zone District Standard	Compliance (yes/no)	If no, explain
Setbacks/Building Placement (T Zones)		
Height		
Parking		
Parking & Services Placement (T Zones)		
Building Type (T Zones)		
Frontage Type (T Zones)		

Stormwater Compliance Study:

- Site design per 2011 Technical Guidance Manual (TGM)
- Achievement of Effective Impervious Area
- Applicable Treatment Control Measures

Refer to the following City website link for the NPDES-MS4 Worksheet 2012:
www.cityofventura.net/cd/planning/landdevelopment

CONCEPTUAL DESIGN REVIEW

Attachment A

MS Powerpoint Format (Version 2010) Provided by City Staff:

Project Title

Applicant Name

Staff Placeholder Slide

Aerial

Staff Placeholder Slide

General Plan and/or Zoning Map

Staff Placeholder Slide

General Plan and/or Zoning Map

Provided by Applicant:

Contextual Slides

Photos: Site and all adjoining properties (block and opposite block) and general character of neighborhood (panoramic view)

Contextual Slides

- Define all sides of block
- These slides will help define the project's mass and scale

Text Slide Format:

- Font size 28 or larger
- Black background with white text

CONCEPTUAL DESIGN REVIEW

Attachment A

MS Powerpoint Format

Project Slides

Site Plan

Project Slides

Elevations

Requested Zoning Standard Deviations

(If applicable)

List out proposed standards in bullet list:

- Front Setback: 7 foot (20 foot required)
- Height: 47 foot (35 foot allowed)
- Etc.

Staff Comments/ Assessment

Text Slide Format:

- Font size 28 or larger
- Black background with white text

INCOMPLETE APPLICATIONS OR POOR QUALITY GRAPHICS WILL NOT BE ACCEPTED.

HOURS: Monday, Tuesday, Wednesday and Friday, 7:30 a.m. to 5:00 p.m.
Thursday 9:00 a.m. to 5:00 p.m. Closed alternate Fridays.
Check City website at www.cityofventura.net

LOCATION: Ventura City Hall, 501 Poli Street, Room 117

PHONE: (805) 654-7725

MAILING ADDRESS: P.O. Box 99, Ventura, CA 93002-0099

This document is available in alternate formats by calling the City of Ventura Community Development Department at 805/654-7894 or by contacting the California Relay Service.

STORMWATER COMPLIANCE STUDY

SUBMITTAL REQUIREMENTS

(1) Conceptual Projects

- A letter report from a registered civil engineer summarizing the project's proposal to comply with the new MS4 requirements.

The letter report should include the following:

- project area;
 - total impervious area;
 - allowable effective impervious area;
 - volume to be retained;
 - size and type of retention BMPs selected to the maximum extent possible;
 - reasons for technical infeasibility, if applicable;
 - volume for biofiltration;
 - size and type of biofiltration BMPs selected;
 - whether 5% EIA is achieved;
 - need for alternate compliance;
 - mitigation volume, if applicable;
 - volume for treatment control measures;
 - size and type of onsite treatment control measures selected.
- The MS-4 spreadsheet is **not** required to be submitted.
 - Meeting with Land Development staff is not required.

(2) Formal Projects

- A letter report (see above) from a registered civil engineer summarizing the project's proposal to comply with the new MS4 requirements.
- MS-4 spreadsheet filled out with supporting information. Spreadsheet can be found at the following website: <http://www.cityofventura.net/cd/landdevelopment>
- Soils report
- Percolation test (as specified)
- The project's civil engineer is **required** to meet with Land Development staff to go over the MS-4 compliance before the material is submitted to the Planning Division.

Land Development Staff:

Chandra Chandrashaker – 805-654-7714