



# Design Review Guide – What to Know Before Designing Your Building Project

The City has a tiered Design Review process, where the level of approval is determined by the location and type of project. Some building projects which require design review can be reviewed and approved by planning staff concurrent with a building permit application, using the materials submitted for the building permit. This is Administrative Design Review.

Other building projects require design review approval by the Zoning Administrator (ZA) or Planning Commission (PC) before building plans are submitted.

This guide is intended to help you understand which process your project falls into. We strongly recommend that you speak with a planner *before* designing your building project to confirm approval requirements and avoid delays.

**STEP ONE:** Find relevant information about your property, found on a Property Report from the City’s mapping system. Use the Parcel Finder at [www.cityofarcata.org/322/MapsGIS](http://www.cityofarcata.org/322/MapsGIS).

Following is a short list of information you need from the report, and a graphic showing you what information looks like.

1. Is the property in a Neighborhood Conservation Area?
2. Is the property an Historic Landmark or historic resource? \*
3. What is the zoning?

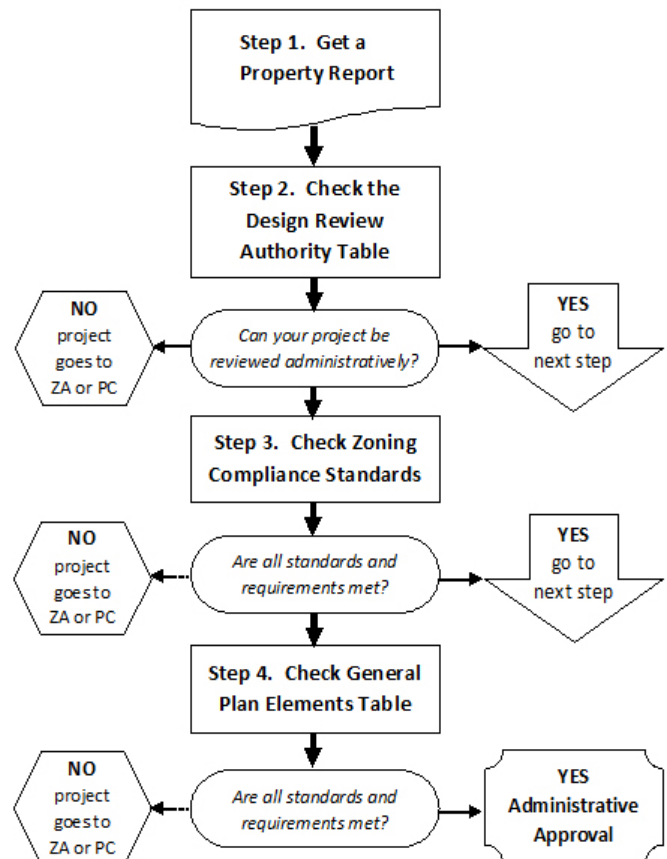


\* Please note that some historic resources are not formally designated. Significant historic resources are regulated the same as landmarks.

**STEP TWO.** Refer to the Design Review Authority Table in this Guide. Look at location information (in columns) and your project type (in rows) to determine whether Administrative Review is possible.

**STEP THREE.** Refer to the Summary Zoning Compliance for your zone. It is found at [www.cityofarcata.org/833/Zoning-Compliance-Tables](http://www.cityofarcata.org/833/Zoning-Compliance-Tables). Use the property report with your project information to ensure you meet requirements.

**STEP FOUR.** Refer to the General Plan Elements Table found at [www.cityofarcata.org/837/Administrative-Design-Review](http://www.cityofarcata.org/837/Administrative-Design-Review) to make sure your project meets the City’s General Plan Design Elements guidance. If it meets design element and other standards, your request can be submitted as an Administrative Design Review.





# Design Review Authority Table (Table 7-2 §9.70.020 Land Use Code)

Approval authority for Design Review projects is determined by the **location** of the property (see your Property Report) and the **type of work**.

Use the table below to see if your project qualifies for administrative approval. Note that any Design Review project not specifically listed below may also be reviewed administratively.

<u>Location Code</u>	<u>Locations</u>
<b>PA</b>	Plaza Area Historic District (Arcata Plaza)
<b>CC</b>	Downtown Central Commercial District (includes the Central Conservation Area)
<b>NCA</b>	Neighborhood Conservation Areas (Bayview, Arcata Heights, Central Conservation)
<b>CM</b>	Commercial – Mixed Use
<b>CW</b>	City-Wide (all areas outside Districts and Neighborhood Conservation Areas)

<u>Approval Codes</u>	<u>Approval Authority</u>
<b>A</b>	Administrative
<b>ZA</b>	Zoning Administrator
<b>PC</b>	Planning Commission
<b>—</b>	Exempt from Design Review

## Design Review Authority Table

### EXISTING STRUCTURES – Rehabilitation, Repair, Alterations (not historic landmarks)

	<b>PA</b>	<b>CC</b>	<b>NCA</b>	<b>CM</b>	<b>CW</b>	<b>Specific Use Regs</b>
1:1 In-Kind Replacement	A	A	A	A	A	
Commercial & Industrial – less than 2,500 SF	PC	A	A	A	A	
Commercial & Industrial – over 2,500 SF	PC	PC	ZA	A	A	
Storefront of Street Front Alterations	PC	A	A	A	A	
Single Family Residential – less than 1,000 SF	PC	A	A	—	—	
Single Family Residential – over 1,000 SF	PC	PC	ZA	A	—	
Multi-Family Residential – Alterations, Minor Accessory Structures	PC	A	A	A	A	9.30, 9.42

### NEW CONSTRUCTION – New Structures, Additions (not historic landmarks)

	<b>PA</b>	<b>CC</b>	<b>NCA</b>	<b>CM</b>	<b>CW</b>	<b>Specific Use Regs</b>
Commercial & Industrial – less than 2,500 SF, Incidental Structures	PC	A	A	A	A	9.30, 9.42
Commercial & Industrial – 2,500 SF to 10,000 SF	PC	ZA	ZA	A	A	
Commercial & Industrial – over 10,000 SF	PC	PC	PC	ZA	ZA	
Single Family Residential – less than 1,000 SF	PC	ZA	ZA	A	—	9.30, 9.42
Single Family Residential – over 1,000 SF	PC	PC	PC	A	A	
Multi-Family Residential – the greater of up to 8 units or 10,000 SF	PC	PC	PC	ZA	ZA	9.30, 9.42
Multi-Family Residential – 10,000 SF	PC	PC	PC	PC	ZA	

**City of Arcata Community Development Department – Planning**

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## DEMOLITION

	PA	CC	NCA	CM	CW	
Not an Historic Landmark	PC	A	A	A	A	9.53, 9.72.040
Historic Landmark, Potential Historic Resource	PC	PC	PC	PC	PC	

## HISTORIC LANDMARKS, ELIGIBLE HISTORIC RESOURCES

	PA	CC	NCA	CM	CW	Specific Use Regs
Minor modifications (see <i>When Design Review is Required</i> )	PC	A	A	A	A	9.53, 9.72.040
Major rehabilitation, alterations, additions, new structures	PC	PC	PC	PC	PC	

## SIGNS

	PA	CC	NCA	CM	CW	Specific Use Regs
Minor, non-illuminated signs	A	A	A	A	A	9.38
Master Sign Plan	PC	A	A	A	A	

## SERVICE INFRASTRUCTURE <sup>1</sup> AND SITE MODIFICATIONS

	PA	CC	NCA	CM	CW	Specific Use Regs
Less than 500 SF	A	A	A	A	A	9.30, 9.34, 9.36, 9.42
Over 500 SF	PC	A	A	A	A	
Outdoor Retail Sales (mobile vendors)	A	A	A	A	A	9.42.140

<sup>1</sup> Mechanical equipment; solid waste, recycling; fencing, walls, gates; outdoor storage and lighting; minor site modifications including paving, surfacing; parking; ADA improvements; landscaping; Low Impact Development (LID) improvements.