



## Planning Commission Staff Report

January 7, 2010

- Project:** Elk Grove Old Town Special Planning Area Design Standards and Guidelines Triennial Review Amendments
- Request:** Amend various sections of the Elk Grove Old Town Special Planning Area Design Standards and Guidelines
- Location:** Along Elk Grove Boulevard, bounded on the west by Elk Grove-Florin Road, and on the east by Waterman Road, with Locust Street and Grove Street generally forming the boundary on the north and south, respectively.
- Planner:** Gerald Park, Senior Planner

### Applicant/Agent

City of Elk Grove  
Planning Department  
8401 Laguna Palms Drive  
Elk Grove, CA 95758

### Staff Recommendation

Staff recommends that the Planning Commission review the proposed amendments to the Elk Grove Old Town Special Planning Area Design Standards and Guidelines (SPA) and adopt a Resolution recommending the City Council amend the SPA by ordinance.

### Background

On August 10, 2005, the City Council adopted the Old Town SPA planning document, which provided a significant update to the previous Old Town SPA version established by Sacramento County in 1985. As part of the updated SPA, Section I(L) requires a triennial report to the City Council that summarizes development activity in the SPA, and identifies possible updates to the SPA in response to changing conditions. The intent of the triennial review is to sustain a current and effective SPA.

In July 2008, staff began the triennial review process in collaboration with the Old Town Foundation and the general public to identify possible areas in which the SPA could be amended in order to be a more effective planning document. Several areas of possible revisions were identified, such as providing additional clarity for the *Application Processing* and *Site Design* sections, as well as possible amendments to the standards and guidelines for parking, signs, and architectural design. Furthermore, the establishment and inclusion of vision statements into the SPA were also proposed to serve as a guide for future growth.

On March 25, 2009, the City Council received staff's presentation of the scope for the triennial review, and directed staff to conduct a series of workshops to 1) create vision statements for major components of the SPA that will establish the framework for strategic planning in Old Town for the future, and 2) review each section of the SPA to identify possible amendments that would assist in meeting the goals of the draft vision statements.

## **Analysis**

A total of ten public workshops were conducted in Old Town at the Grange Hall from the months of May through September in 2009. The first three workshops were dedicated to the establishment of the vision statements, and the remaining seven workshops were for reviewing and drafting amendments to the SPA. As the meetings progressed, a core group of about ten stakeholders emerged who provided the bulk of the public input. That group represented a fairly broad cross-section of Old Town business and property owners, residents, and professionals. Upon completion of the workshops, all proposed amendments were consolidated and the draft SPA document containing the proposed vision statements and all amendments were posted on the Planning Department's Old Town webpage for public review and comment.

## **Vision Statements**

The establishment of the vision statements was created by having workshop participants first identify subject areas that would be significant to the evolution of Old Town Elk Grove. Upon defining the subject areas, the participants were divided into focus groups for each of the defined subject areas with the goal of providing key elements for the formation of the vision statements. Thus, vision statements were created for Land Use, Site Design, Signs, and Architecture. The introductory and vision statements are provided below, which is proposed to be inserted between the Tables of Contents and Section I.

"These vision statements for the Old Town Elk Grove Special Planning Area are intended to serve as a guide for future growth while preserving the historical character and ambiance of Old Town. The visions reflect the community's aspirations for the future and establish a set of guiding principles against which any future action can be evaluated. The vision statements were generated from input from the community through three "Visioning Workshops" held in June/July 2009 as part of the first triennial review of the SPA. Community members identified issues that were important to them and then developed vision statements for Land Use, Site Design, Signs, and Architecture to address these issues. The vision statements below are only meant as a total vision for the Old Town Special Planning Area and have no legal force or effect. Please see the standards and guidelines within the SPA for specific legal requirements.

## **Land Use**

The land uses permitted in Old Town reflect a commitment by the community for a diverse, active, and attractive town center that encourages walking, shopping, dining and the staging of community events and celebrations. The land use plan encourages retail and commercial uses to locate in proximity to similar enterprises in Old Town, and this synergy of use and activity help to promote Old Town as a regional destination. Surrounding housing provides a harmonious mixed-use balance and support to local businesses.

Old Town is a recreational and cultural center of the community that has recognized its central location to the greater Elk Grove community, has enhanced its opportunities and overcome the challenges typical to historic old towns. The land use plan recognizes the challenge of circulation and parking and has seized on creative solutions to change parking and traffic from a liability to an asset for merchants and patrons.

## **Site Design**

Site Design in Old Town, first and foremost, recognizes the original character, form and fabric of the historic core. Because Old Town has developed over time with a variety of building types and lot configurations, buildings are sited with a variety of set-backs depending on the location on Elk Grove Boulevard. The core area of historic Old Town has buildings placed close to the sidewalks to promote a retail street front.

Buildings built in the historic core become more "background" buildings blending with the existing context as opposed to "iconic", stand-alone structures. Building designers and architects are encouraged to see individual buildings as playing a role in a composition with the street as part of the urban design ensemble.

The height of buildings varies, but are of a character and scale that no single building dominates or overwhelms the street or its neighbor. Sidewalks in the core are wide enough to be pedestrian-friendly (also conforming to Americans with Disabilities Act), and to promote outdoor seating for restaurants and outdoor display of merchandise. The streets and design elements of the street fit the over-all character of the Old Town architecture and help to give Old Town its recognizable image and identity.

Old Town is a pedestrian friendly place with buildings close to the sidewalks; a place with well distributed parking with multi-story facilities that blend in with the Old Town architecture and that have well marked visible access. The entry arch, the broad tree canopy and the colorful flowers in sidewalk planters that provide public seating announce a visitor's arrival in Old Town.

## **Signs**

Advertising in Old Town is a creative endeavor that adds to the character and charm of the historic core of Elk Grove. Given clearly written, communicated and enforceable guidelines, merchants and businesses up and down Elk Grove Boulevard share in presenting a quality in design for their individual signs that correspond to the "feel" and appearance of Old Town. The signs are appropriate in scale to the store-front and are visible to both pedestrians and auto traffic on the street.

Directional signs are of the same quality adding to the visual environment and the architectural backdrop. They are clear and are part of a well designed circulation and parking plan helping visitors find Old Town from surrounding freeways and arterial streets. They assist pedestrians in finding their way around town once they leave their cars and identify the many diverse services in Old Town.

## **Architecture**

Old Town, as the heart of the original Elk Grove community, is the focal point for recurring community activities such as parades, farmer's markets and significant community events and this importance is enhanced by a major civic gathering space. The entrances to Old Town are clearly defined by buildings or architectural monuments announcing arrival into the heart of the community. The quality of the design of the street and the buildings lining Elk Grove Boulevard and the character of development in Old Town reflect the heritage and history of the place without creating a thematic statement.

The Architecture of Old Town Elk Grove possesses a charm in its eclecticism. Architectural design is executed with an eye toward context-sensitive design using durable materials such as brick and stone that give the buildings a sense of permanence. The street level of the new mixed-use buildings is a rich mixture of retail, with housing and commercial offices in the stories above. Buildings on Elk Grove Boulevard retain a scale appropriate to the "main street". Some buildings rise to 4 stories with step-backs above 2 stories giving a good sense of rhythm and articulation to the building fronts."

### SPA Revisions

All proposed revisions to the SPA are provided in Attachment B in a redline/strikeout format. The proposed revisions are the outcome of seven SPA amendment workshop meetings. Each section of the SPA was comprehensively reviewed in an open forum, and all proposed revisions were openly discussed at varying lengths. Most of the revisions received total support, while a few revisions were added as a result of a majority consensus (i.e. sidewalk signs). Table 1 below provides a summary of the proposed revisions to the SPA that staff believes are substantive and contribute to refining the SPA. Revisions that entail clarifications, including the deletion/addition of certain text that do not change the substance of a goal, standard, or guideline are not included as part of Table 1, but may be reviewed in Attachment 2. Non-substantive revisions for such items as misspelling, grammatical corrections, renumbering, picture deletions/additions, etc. can also be reviewed in Attachment 2.

**Table 1 – Summarization of SPA Amendments**

Topic		Page(s)	Additions/Revisions
<b>Section I – Processing</b>			
1.	Title		Revised name throughout document from "Elk Grove Old Town" to "Old Town Elk Grove".
2.	Vision Statements	iii	Added Vision Statements to the SPA for: <i>Land Use, Site Design, Signs, and Architecture</i>
3.	Purpose and Intent	1	Expanded description regarding the purpose of the SPA. (Section I(B))
4.	Restricted Commercial (RC)	4	a. Extended RC vacancy time period from 6 months to 1 year.  b. Added provision to allow Planning Commission to grant an additional 1 year extension to retain RC designation with approval of Type 4 Design Review application.  (Section I(F))
5.	Development Application in Process	5	Revised <i>Development Applications in Process</i> section for clarity.
6.	Design Review Process	6	Updated <i>Design Review Process</i> section to correspond with current review process procedures.  (Section I(J)(2))

	Topic	Page(s)	Additions/Revisions
7.	Notice Requirements (Type 1 and 2 Design Review)	6	Revised notice requirements for Type 1 and 2 Design Review applications to eliminate notification to surrounding properties. (Section I.J.4)
<b>Section III – Land Use</b>			
8.	Permitted Uses (Table 2)	12	<ul style="list-style-type: none"> <li>a. Added "Religious Institutions" land use category to Table 2 as a conditionally permitted use.</li> <li>b. Added footnote (Footnote 2) to allow mixed-use development to be permitted in Multi-Family Residential zones along Elk Grove Blvd.</li> <li>c. Separated the land use category "Commercial-Entertainment/Cultural" into two individual land use categories and require "Commercial – Entertainment" to be a conditionally permitted use.</li> <li>d. Added "Commercial-Personal Services Restricted" land use category as a conditionally permitted use (see Land Use analysis below).</li> </ul>
<b>Section IV – Site Design Standards &amp; Guidelines</b>			
9.	Setbacks	15	<p><b>Goal</b>                      Expanded goal statement for achieving a "street wall" appearance. (Section IV(A)(1))</p> <p><b>Standard</b>                      Revised the access width for pedestrian corridors from a specified maximum width of 12 feet to a performance standard of conforming to the Americans with Disability Act (ADA) and California Building Code (CBC) standards. (Section IV(A)(2))</p>
10.	Landscaping	17	Added a new standard provision for hanging landscape ornaments. (Section IV(B)(2)(d))
11.	Hardscaping	21-22	<p><b>Standards</b></p> <ul style="list-style-type: none"> <li>a. Expanded standard to require new development on corner lots on Elk Grove Blvd. to continue the hardscaping and landscaping design as provided for Elk Grove Blvd. for a minimum of 25 ft. along the side street. (Section IV(C)(2)(a))</li> <li>b. Revised length requirement for installation of pedestrian amenities along side streets intersecting with Elk Grove Blvd. from property line or alley/property line to the first 25 feet from the intersection. (Section IV(C)(2)(c))</li> </ul>

	Topic	Page(s)	Additions/Revisions
			<p>c. Deleted Section IV(C)(2)(j) "No signs are allowed on, or as a part of, any outdoor furniture."</p> <p><b>Guidelines</b>            Replaced "varying materials" with "special paving" for utilization in sidewalks, patios, crosswalks, curb ramps, and vehicular turn aisles. (Section IV(C)(3))</p>
12.	Parking	23	<p><b>Standards</b></p> <p>a. Updated parking reduction provision that allows a reduction through a shared parking arrangement. (Section IV(D)(2)(a))</p> <p>b. Eliminated the offsite parking facility distance requirement of 800 feet. (Section IV(D)(2)(c))</p> <p>c. Added new parking standard provision for existing commercial buildings that provide the following:</p> <ul style="list-style-type: none"> <li>• Require no additional parking spaces for a change of use that has a same or lesser parking requirement than the previous use.</li> <li>• A new use with a higher parking requirement will only be required to provide the difference in required parking spaces between the new and previous use. (Section IV(D)(2)(d))</li> </ul> <p><b>Guidelines</b>            Added definition of "shared parking". (Section IV(D)(3))</p>
13.	Signs	24-32	<p><b>Standards</b></p> <p>a. Added mobile and mobile billboard signage as prohibited signs. (Section IV(E)(2)(c) &amp;(h))</p> <p>b. Added neon "Open" signs as a permitted sign with a maximum dimension of 20" X 36". (Section IV(E)(2)(c))</p> <p>c. Added barber poles and clock faces as exception to moving signs. (Section IV(E)(2)(e))</p> <p>d. Added new standard provision for sidewalk signs (i.e. A-Frame). (Section IV(E)(2)(i))</p> <p><b>Guidelines</b>            Added new provision to encourage figurative signs that advertise the occupant's business through the use of graphic or crafted symbols. (Section IV(E)(3)(b))</p>

	Topic	Page(s)	Additions/Revisions
			<p><b>Table 6 – Maximum Sign Size</b></p> <p><u>Monument Sign</u></p> <ul style="list-style-type: none"> <li>a. Added new provision that allows corner lots to have 2 monument signs per street frontage upon Planning Director's approval.</li> <li>b. Increased maximum height from 4' to 5'.</li> <li>c. Added requirement for 8" clearance at bottom of monument sign.</li> </ul> <p><u>Temporary Signs</u></p> <p>Increased maximum area from 6 sq. ft. to 18 sq. ft.</p> <p><u>Building Signs</u></p> <ul style="list-style-type: none"> <li>a. Eliminated wall sign height standard of 3 ft. and established performance standards.</li> <li>b. Increased overall aggregate building sign area ratio from 1 sq. ft. to 1.5 sq. ft. per foot of building frontage.</li> <li>c. Added provision to exclude window signs from aggregate building sign area and increased maximum area from 10% to 25% of glazing.</li> </ul>
14.	Access	33-34	<p><b>Standards</b></p> <ul style="list-style-type: none"> <li>a. Added language to encourage the utilization of special paving for projects located adjacent to alleyways. (Section IV(F)(2)(a)(3))</li> <li>b. Revised the access width for pedestrian corridors from a specified maximum width of 12 feet to a performance standard of conforming to the Americans with Disability Act (ADA) and California Building Code (CBC) standards. (Section IV(F)(2)(a)(6))</li> </ul> <p><b>Guidelines</b></p> <p>Added provision that encourages shared access drive and reciprocal parking between non-residential developments. (Section IV(F)(3)(b)(7))</p>
15.	Compatibility	35	<p><b>Standards</b></p> <p>Revised standard to eliminate the location requirement for the masonry wall to be located on the residential side of the alley. (Section (IV(G)(2)(a))</p>
16.	Outdoor Café Seating	36	<p><b>Standards</b></p> <p>Deleted standard regarding permanently affixed items. (Section IV(H)(2)(a)(2))</p>

	Topic	Page(s)	Additions/Revisions
17.	Outdoor Retail Sales	39	<p><b>Standards</b></p> <p>a. Revised permit requirement from Condition Use Permit to Temporary Use Permit (Section IV(I)(2)(a)(1) &amp; (b)(2))</p> <p>b. Deleted standard regarding permanently affixed items. (Section IV(I)(2)(a)(2))</p>
18.	Outdoor Performance Venues	40	<p><b>Standards</b></p> <p>Revised permit requirement from Conditional Use Permit to Temporary Use Permit (Section IV(J)(2)(a)(1) &amp; (2))</p>
<b>Section V – Architectural Design Guidelines</b>			
19.	Single-Family Residential	42	<p>Added new clause for new single-family residential to encourage the maintenance of the historical character of existing homes (Section V)</p>
20.	Building & Landmark Design Element Heights	42	<p><b>Standards</b></p> <p>a. Revised building height standard that would allow an increase in maximum height upon a Type 4 Design Review approval by the Planning Commission. (Section V(A)(2)(a))</p> <p>b. Revised design element height standard that would allow an increase in maximum height upon a Type 4 Design Review approval by the Planning Commission. (Section V(A)(2)(d))</p>
21.	Materials	43	<p>Added "painted metal" and "wood "as acceptable exterior building materials. (Section V(B)(2)(b))</p>
22.	Architectural Details	57	<p><b>Standards</b></p> <p>Revised standard to require at least 2 architectural details for new projects in Old Town. (Section V(I)(2)(a)(2))</p> <p><b>Guidelines</b></p> <p>The standard requiring walkway covering has been moved from Standards to Guidelines, and revised the provision to be applicable to both sides of Elk Grove Blvd. (Section V(I)(3)(d))</p>

In addition to the summarization of the proposed revisions provided in Table 1, further analysis is provided below for the following section areas: Land Uses, Parking, and Signs.

### Land Uses

As shown in Table 1, a new land use category "Commercial – Personal Services, Restricted" is proposed to be inserted into Table 2 – Permitted and Conditionally Permitted Land Uses in the SPA document. The inclusion of this specific land use category was a direct result of the recent discussions surrounding the tattoo/body piercing use determination issues.

Although the requested tattoo/body piercing use was ultimately denied by the City Council, it had been suggested during those discussions (as well as at the Planning Commission meeting) that a preferred method of considering these classification of uses would be through the Conditional Use Permit process. Uses listed under the *Personal Services, Restricted* category includes: *check cashing services, fortune tellers, psychics, palm readers, and similar services, tattooing, piercing, and similar services. These uses may also include accessory retail sales of products related to the services provided.*

### Parking

Many businesses located along Elk Grove Boulevard (primarily in the Old Town historic portion) lack off-street parking spaces due to the buildings being sited on parcels that provide insufficient land area for parking. As a result, such businesses would typically utilize street parking and/or off-site parking facilities. Per the current parking standards established in the SPA, the required parking can be satisfied either onsite or from an offsite parking facility located within 800 feet of the development. In addition, a new development or tenant in an existing building is subject to the current parking requirements established in the Zoning Code.

During the workshops, staff received several comments regarding the lack of parking in Old Town and a concern that potential new tenants wishing to locate in existing buildings could be denied by the City for not providing the required number of parking spaces per the Zoning Code's parking standards. Recognizing that a comprehensive parking needs assessment at full buildout scenario will ultimately be needed for Old Town, the proposed amendments to the SPA's parking standards provides interim parking relief and includes: 1) a potential reduction of total parking spaces through the utilization of shared parking analysis (varying peak hour demands of each use), 2) deleting the maximum 800 foot parking distance requirement from the tenant space to parking facilities for shared offsite parking, and 3) adding a new standard that would require no additional parking spaces for new uses in an existing building that have the same parking requirement as the previous use, and for uses that are more intensive, only requiring the difference in required spaces from the previous use and the new use.

### Signs

The topic of signage received the largest draw of comments and discussion during the workshops. Two complaints that were received were 1) the prohibition of sidewalk signs (i.e. A-frame signs), and 2) the inadequacy of square footage allowance for building signage. Currently, the SPA sign standards prohibit A-frame signs, and building signs are limited to a ratio of 1 square foot (sq. ft.) per foot of building frontage.

Presently, the use of illegal sidewalk signs in Old Town is widespread. Several business owners along Elk Grove Boulevard have noted that sidewalk signs have significantly contributed in bringing new customers to their businesses, and also assists in exposing the businesses to passer-by traffic as the building signs are not effectively visible. The support to allow sidewalk signs was by majority, but a few participants were concerned about the proliferation and resulting degradation to aesthetics along

the Elk Grove Boulevard corridor. The result was the establishment of a new standard to allow sidewalk signs of one sign per parcel.

As indicated in Table 1, Item #13, the sign area ratio for building signs would increase from 1 sq. ft. to 1.5 sq. ft. per foot of building frontage. The area increase would allow additional flexibility in size and the combining of additional building signs such as wall signs, under-canopy hanging signs, and awning/canopy signs. Figurative and window signs would be excluded as part of the allowable sign area.

Subsequent to the workshops, staff received an inquiry regarding the maximum building wall sign height from a business owner located in Old Town. In reviewing the building wall height and the maximum sign height of three feet, staff believes the current height limitation may hinder the creativity of signs and potentially cause signs to look disproportionate on tall building facades. In order to eliminate the potential issues as stated above and to achieve the goals as outlined in the vision statement created for signs, staff has eliminated the maximum sign height in favor of a single sign area limit, and added performance standards that would 1) prohibit signs from obscuring architectural detail or features, and 2) require the sign to be proportionate and in scale with the building facade. Staff believes this type of flexibility will encourage creative sign designs.

### **Environmental Analysis**

CEQA requires analysis of agency approvals of discretionary "projects." A "project," under CEQA, is defined as "the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment." The approval of this action does not approve any development project nor does it, either directly or indirectly, disturb the physical environment.

The proposed amendments to the SPA are not subject to the California Environmental Quality Act (CEQA). Specifically, this action qualifies for an exemption under the provisions of the California Environmental Quality Act pursuant to Section 15061(b)(3) of Title 14 of the California Code of Regulations (General Rule Exemption), as it can be said with certainty that the project will not have a significant effect on the environment, nor result in any impacts to the environment above those previously analyzed in the Negative Declaration prepared for the Old Town SPA and adopted by the City Council on July 27, 2005.

Future development under the proposed regulations would be subject to CEQA at that time, as those actions may be classified as "projects" under CEQA.

### **Comment Letters**

The proposed revisions were distributed internally to the City Attorney's Office and Public Works Department for review and comment. The comments received from both City departments have been incorporated into the draft SPA amendments.

Staff has received one letter from the public (dated December 10, 2009) that requests the establishment of standards for such uses as tattoo parlors, body piercing shops, and psychics that 1) prohibits such operation within 1,000 feet from schools, parks, or churches, and 2) prohibit the sale of paraphernalia associated with the use of illegal drugs or illegal tobacco-like products. The letter also requests language to be added into the SPA that would deny any sale of adult-oriented material within any uses listed under the *Personal Services, Restricted* land use category. In response, staff has only added a note to the SPA's Land Use table (Table 2) that refers potential adult-oriented businesses to Chapter 23.70 of the Municipal Code (Adult-Oriented Businesses).

### **Recommended Motion**

Should the Planning Commission agree with staff's recommendation, the following motion is suggested:

*"I move that the Planning Commission by resolution recommend a finding that this update is exempt from CEQA and that the City Council adopt an Ordinance amending the Elk Grove Old Town Special Planning Area Design Standards and Guidelines as contained in the January 7, 2010 staff report."*

### **Findings**

#### **California Environmental Quality Act (CEQA)**

Finding: The proposed Old Town SPA amendments are exempt from the California Environmental Quality Act.

Evidence: The project is exempt from the provisions of the California Environmental Quality Act pursuant to Section 15061(b)(3) of Title 14 of the California Code of Regulations (General Rule Exemption), as it can be said with certainty that the project will not have a significant effect on the environment, nor result in any impacts to the environment above those previously analyzed in the Negative Declaration prepared for the Old Town SPA and adopted by the City Council on July 27, 2005.

#### **Old Town SPA Amendments**

Finding: The proposed Old Town SPA amendments are consistent with the goals, policies, and objectives of the General Plan.

Evidence: The proposed amendments will not require any change to the General Plan Land Use Designation Map. The new addition of the land use categories "Religious Institutions" and "Personal Services, Restricted" are consistent with the General Plan land use designation of Commercial, where such uses would be located. The proposed SPA amendments are also consistent with the Historic Resources Element of the General Plan Policies, which encourage the preservation and enhancement of existing historical resources in the City.

Finding: The Special Planning Area meets the requirements set forth in Article II of the Municipal Code Chapter 23.16, Section 23.40.020 entitled Special Planning Area District.

Evidence: The proposed Special Planning Area will satisfy the requirements of Municipal Code Chapter 23.16, Section 23.40.020 entitled Special Planning Area District. All development standards established within the Old Town SPA will apply to any future development within the boundaries of the SPA.

Finding: The area included within the SPA Zone has one or more unusual environmental, historical, architectural, or other specified significant features which justify the adoption of the SPA.

Evidence: Old Town Elk Grove is unique as it is one of the oldest western settlements in the greater Sacramento region. Portions of Old Town Elk Grove are entered into the National Register of Historic Places. The continual preservation of the historical buildings and architecture have been recognized, thus resulted in the original adoption of the SPA by Sacramento County in 1985, with subsequent amendments in 1989, 1991, 1994, and 1997. The City of Elk Grove updated and adopted the SPA in 2005. As required by Section I(L) of the SPA, a triennial review is required to allow necessary updates to the SPA in response to changing conditions.

Finding: The features cannot be adequately protected by the adoption of any other land use regulation.

Evidence: The continual preservation and enhancement of existing historical resources of Old Town Elk Grove can only be achieved by establishing development standards and guidelines that are tailored to preserving the historical character and small town atmosphere of Old Town.

**Attachments**

- A. Resolution
- B. Proposed Amendments to the Elk Grove Old Town Special Planning Area Design Standards and Guidelines
- C. Draft Ordinance
- D. Public Comment Letter dated December 10, 2009

**Attachment A  
Resolution**



**RESOLUTION NO. 2010-\_\_**

**January 7, 2010**

**A RESOLUTION OF THE CITY OF ELK GROVE PLANNING COMMISSION  
RECOMMENDING THE CITY COUNCIL OF THE CITY OF ELK GROVE  
ADOPT AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELK GROVE AMENDING  
THE ELK GROVE OLD TOWN SPECIAL PLANNING AREA DESIGN STANDARDS AND  
GUIDELINES**

**WHEREAS**, the Elk Grove Old Town Special Planning Area Design Standards and Guidelines (Old Town SPA) was adopted by the City Council on August 10, 2005, thus superseding the original Old Town SPA that was originally adopted by the County of Sacramento in 1985; and,

**WHEREAS**, the Old Town SPA requires a triennial review to summarize development activity within the boundaries of the Old Town SPA, and to identify possible updates to the Old Town SPA; and,

**WHEREAS**, the Planning Department presented a triennial report to the City Council on March 25, 2009, which the City Council directed staff to conduct a series of workshops to create vision statements, and to identify possible amendments to the Old Town SPA; and,

**WHEREAS**, the Planning Department held a total of ten workshops that resulted in the creation of vision statements for Land Use, Site Design, Signs, and Architecture, and various amendments to the Old Town SPA that would assist in meeting the goals of the vision statements, clarifying certain standards and guidelines, and non-substantive revisions for grammatical and typographical errors; and,

**WHEREAS**, the City determined that the project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines §15061(b)(3) of Title 14 of the California Code of Regulations (General Rule Exemption); and

**WHEREAS**, the Planning Commission held a duly noticed public hearing on January 7, 2010, as required by law to consider all of the information presented by staff and public testimony presented in writing and at the meeting.

**NOW, THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of Elk Grove recommends the City Council of the City of Elk Grove find the updates to the Old Town SPA exempt from CEQA pursuant to CEQA Guidelines §15061(b)(3), and adopt an Ordinance of the City Council of the City of Elk Grove amending the Old Town Special Planning Area Design Standards and Guidelines as illustrated in the attached draft City Council Ordinance.

The foregoing Resolution of the City of Elk Grove was passed and adopted by the Planning Commission on the 7<sup>th</sup> day of January 2010, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**ATTEST:**

---

SANDY KYLES  
PLANNING SECRETARY

---

NANCY CHAIRES, CHAIR of the  
PLANNING COMMISSION

**Attachment B**  
**Proposed Amendments to the Elk Grove Old Town**  
**Special Planning Area Design Standards and Guidelines**



~~Elk Grove~~  
**Old Town Elk Grove  
Special Planning Area**



**Design Standards  
and Guidelines**

**Adopted by City Council**

**August 10, 2005**

**Amended February 2010**

Draft Revision

The City of Elk Grove staff gratefully acknowledges the significant contributions made by both the citizens of Elk Grove and Carter-Burgess in the creation of the original Special Planning Area and the Conceptual Master Plan. Both documents provide the foundation for this updated Special Planning Area.

# TABLE OF CONTENTS

	<u>Page</u>
Acknowledgement . . . . .	i
Table of Contents . . . . .	ii
List of Tables . . . . .	iii
List of Figures . . . . .	iv
<u>Vision Statements</u> . . . . .	<u>v</u>
Section I – Processing . . . . .	1
Adoption of Design Standards and Guidelines . . . . .	1
Purpose and Intent . . . . .	1
Definitions . . . . .	<u>21</u>
Application Processing and Fees . . . . .	<u>12</u>
Permitted Uses and Development Standards . . . . .	<u>34</u>
Restricted Commercial Uses . . . . .	<u>34</u>
Development Applications in Process . . . . .	<u>35</u>
Design Review Exemptions . . . . .	<u>5</u>
Design Review Authority . . . . .	<u>45</u>
Design Review Process . . . . .	<u>46</u>
Design Review Determination . . . . .	<u>57</u>
Assessment Report to Council . . . . .	<u>68</u>
Section II – Background. . . . .	<u>79</u>
Section III – Land Use . . . . .	<u>911</u>
Section IV – <u>Site Design Standards &amp; Guidelines</u> . . . . .	<u>1215</u>
Setbacks . . . . .	<u>1215</u>
Landscaping . . . . .	<u>1317</u>
Hardscaping . . . . .	<u>1721</u>
Parking . . . . .	<u>1822</u>
Signs . . . . .	<u>2024</u>
Access . . . . .	<u>2533</u>
Compatibility . . . . .	<u>2735</u>
Outdoor Cafe Seating . . . . .	<u>2736</u>
Outdoor Retail Sales . . . . .	<u>3038</u>
Outdoor Performance Venues . . . . .	<u>3140</u>
Section V – <u>Architectural Design Standards &amp; Guidelines</u> . . . . .	<u>3342</u>
Height . . . . .	<u>3342</u>
Materials . . . . .	<u>3443</u>
Color . . . . .	<u>3545</u>
Murals . . . . .	<u>3847</u>
Scale . . . . .	<u>3948</u>
Architecture . . . . .	<u>4050</u>
Storefronts . . . . .	<u>4252</u>
Entries . . . . .	<u>4454</u>
Architectural Details . . . . .	<u>4656</u>
Roofing. . . . .	<u>5263</u>
<u>Appendix 1 – A guide to Color, Styles and Architectural Details</u> . . . . .	<u>64</u>
<u>Appendix 2 – Old Town Architectural Districts</u> . . . . .	<u>70</u>

**LIST OF TABLES**

	<u>Page</u>
Table 1 – Design Review Application Types . . . . .	<u>3</u>
Table 1-2 – Permitted and Conditionally Permitted Land Uses in the SPA.. . . .	<u>12</u>
Table 2-3– Old Town SPA <u>Building</u> Setbacks . . . . .	<u>15</u>
Table 3-4 – Recommended Trees for Non-Public Properties . . . . .	<u>18</u>
Table 4-5 – Recommended Shrubs for Non-Public Properties . . . . .	<u>19</u>
Table 5-6 – Maximum Sign Size . . . . .	<u>31</u>
Table 6-7 – Architectural Details . . . . .	<u>60</u>

ADDITIONAL REVISIONS

## LIST OF FIGURES

	<u>Page</u>
Figure 1 – Old Town Elk Grove: Past and Present . . . . .	79
Figure 2 – Land Use Zones . . . . .	911
Figure 3 – Example of <del>Townhouse</del> <u>Mixed-Use Multi-Family</u> Development . . . . .	1114
Figure 4 – Setback Examples . . . . .	1316
Figure 5 – Front Yard Landscaping . . . . .	1418
Figure 6 – Example of Project that Complies with Landscaping Standards . . . . .	1620
Figure 7 – Hardscaping . . . . .	1822
Figure 8 – Examples of Successful Parking . . . . .	1924
<u>Figure 9 – Sidewalk Signs</u> . . . . .	<u>27</u>
Figure <del>9-10</del> – Signage Best Practices . . . . .	<del>22</del> <u>29</u>
Figure <del>10-11</del> – Access Best Practices . . . . .	<del>26</del> <u>34</u>
Figure <del>11-12</del> – Minimum Clear Dimension for Outdoor Cafes . . . . .	<del>29</del> <u>38</u>
Figure <del>12-13</del> – Outdoor Seating . . . . .	<del>30</del> <u>38</u>
Figure <del>13-14</del> – Height . . . . .	<del>33</del> <u>43</u>
Figure <del>14-15</del> – Materials . . . . .	<del>35</del> <u>44</u>
Figure <del>15-16</del> – Exterior Color . . . . .	<del>37</del> <u>46</u>
Figure <del>16-17</del> – Murals . . . . .	<del>39</del> <u>48</u>
Figure <del>17-18</del> – Scale . . . . .	<del>40</del> <u>49</u>
Figure <del>18-19</del> – Architecture . . . . .	<del>42</del> <u>52</u>
Figure <del>19-20</del> – Storefronts . . . . .	<del>44</del> <u>54</u>
Figure <del>20-21</del> – Entries . . . . .	<del>46</del> <u>56</u>
Figure <del>21-22</del> – Architecture Districts . . . . .	<del>48</del> <u>59</u>
Figure <del>22-23</del> – Architectural Details . . . . .	<del>50</del> <u>61</u>

## Vision Statements

These vision statements for the Old Town Elk Grove Special Planning Area are intended to serve as a guide for future growth while preserving the historical character and ambiance of Old Town. The visions reflect the community's aspirations for the future and establish a set of guiding principles against which any future action can be evaluated. The vision statements were generated from input from the community through three "Visioning Workshops" held in June/July 2009 as part of the first triennial review of the SPA. Community members identified issues that were important to them and then developed vision statements for Land Use, Site Design, Signs, and Architecture to address these issues. The vision statements below are only meant as a total vision for the Old Town Special Planning Area and have no legal force or effect. Please see the standards and guidelines within the SPA for specific legal requirements.

### Land Use

The land uses permitted in Old Town reflect a commitment by the community for a diverse, active, and attractive town center that encourages walking, shopping, dining and the staging of community events and celebrations. The land use plan encourages retail and commercial uses to locate in proximity to similar enterprises in Old Town, and this synergy of use and activity help to promote Old Town as a regional destination. Surrounding housing provides a harmonious mixed-use balance and support to local businesses.

Old Town is a recreational and cultural center of the community that has recognized its central location to the greater Elk Grove community, has enhanced its opportunities and overcome the challenges typical to historic old towns. The land use plan recognizes the challenge of circulation and parking and has seized on creative solutions to change parking and traffic from a liability to an asset for merchants and patrons.

### Site Design

Site Design in Old Town, first and foremost, recognizes the original character, form and fabric of the historic core. Because Old Town has developed over time with a variety of building types and lot configurations, buildings are sited with a variety of set-backs depending on the location on Elk Grove Boulevard. The core area of historic Old Town has buildings placed close to the sidewalks to promote a retail street front.

Buildings built in the historic core become more "background" buildings blending with the existing context as opposed to "iconic", stand-alone structures. Building designers and architects are encouraged to see individual buildings as playing a role in a composition with the street as part of the urban design ensemble.

The height of buildings varies, but are of a character and scale that no single building dominates or overwhelms the street or its neighbor. Sidewalks in the core are wide enough to be pedestrian-friendly (also conforming to Americans with Disabilities Act), and to promote outdoor seating for restaurants and outdoor display of merchandise. The streets and design elements of the street fit the over-all character of the Old Town architecture and help to give Old Town its recognizable image and identity.

Old Town is a pedestrian friendly place with buildings close to the sidewalks; a place with well distributed parking with multi-story facilities that blend in with the Old Town architecture and that

have well marked visible access. The entry arch, the broad tree canopy and the colorful flowers in sidewalk planters that provide public seating announce a visitor's arrival in Old Town.

## **Signs**

Advertising in Old Town is a creative endeavor that adds to the character and charm of the historic core of Elk Grove. Given clearly written, communicated and enforceable guidelines, merchants and businesses up and down Elk Grove Boulevard share in presenting a quality in design for their individual signs that correspond to the "feel" and appearance of Old Town. The signs are appropriate in scale to the store-front and are visible to both pedestrians and auto traffic on the street.

Directional signs are of the same quality adding to the visual environment and the architectural backdrop. They are clear and are part of a well designed circulation and parking plan helping visitors find Old Town from surrounding freeways and arterial streets. They assist pedestrians in finding their way around town once they leave their cars and identify the many diverse services in Old Town.

## **Architecture**

Old Town, as the heart of the original Elk Grove community, is the focal point for recurring community activities such as parades, farmer's markets and significant community events and this importance is enhanced by a major civic gathering space. The entrances to Old Town are clearly defined by buildings or architectural monuments announcing arrival into the heart of the community. The quality of the design of the street and the buildings lining Elk Grove Boulevard and the character of development in Old Town reflect the heritage and history of the place without creating a thematic statement.

The Architecture of Old Town Elk Grove possesses a charm in its eclecticism. Architectural design is executed with an eye toward context-sensitive design using durable materials such as brick and stone that give the buildings a sense of permanence. The street level of the new mixed-use buildings is a rich mixture of retail, with housing and commercial offices in the stories above. Buildings on Elk Grove Boulevard retain a scale appropriate to the "main street". Some buildings rise to 4 stories with step-backs above 2 stories giving a good sense of rhythm and articulation to the building fronts.

## SECTION I – PROCESSING

### A. ADOPTION OF DESIGN STANDARDS AND GUIDELINES

~~By adoption of Ordinance No. 29-2005 on August 10, 2005, which added §506-40 Section 23.40.020 to of the Elk Grove Zoning Municipal Code, the City Council of the City of Elk Grove has adopted/creates~~ the Old Town Special Planning Area Design Standards and Guidelines.

### B. PURPOSE AND INTENT

~~The purpose of the Elk Grove Old Town Elk Grove Special Planning Area PA Design Standards and Guidelines (SPA) is as-is to provide development regulations that are tailored to preserve the historical character and small town charm. Thus, the Old Town SPA establishes:~~ follows:

1. ~~Establishes a~~ design review process which:
  - a. Preserves the historical and cultural integrity of Old Town by guiding the architectural style of new development and the redevelopment of existing structures;
  - b. Encourages high quality land planning and architecture;
  - c. Encourages development in keeping with the desired character of the City; and
  - d. Ensures that proper attention is ~~paid~~ provided to site and architectural design, thereby fostering an environment that encourages stable growth in land values.
2. ~~Establishes a~~ map and table of permitted and conditionally permitted land uses which:
  - a. Enhances Elk Grove Old Town Elk Grove's sense of community;
  - b. Unifies Old Town's Main Street, Elk Grove Boulevard, by focusing on pedestrian oriented uses such as retail, restaurant, office, and services; and
  - c. Ensures physical, visual, and functional compatibility between uses.

The intent of the Old Town Elk Grove Old Town SPA's design review process is to establish discretionary review of development projects within the SPA boundaries (see Figure 2) to ensure conformance not only with the minimum standards set forth in the Zoning Code, but also with the goals, standards, guidelines, and examples provided in the Old Town SPA.

### C. DEFINITIONS

Unless otherwise defined in this SPA, all capitalized, bolded terms shall have the definitions ascribed to as follows:

#### Approving Authority

For purposes of this SPA, approving authority is synonymous with design review authority as defined in Section I(!). The Planning Director is the designated approval authority for Type 1 and Type 2 Design Review applications, and the Planning Commission is the designated approval authority for Type 3 and Type 4 Design Review applications.

#### Clear Path of Travel

A route for use by pedestrian and wheelchair users that provides free and unobstructed access to and egress from a building, area, street furniture or location and which conforms to the requirements of the Americans with Disabilities Act (ADA).

<b><u>Design Guideline</u></b>	<u>A design guideline is a non-mandatory design feature encouraged by the City. The text of guidelines is characterized by the words "should" or "encourage".</u>
<b><u>Design Standard</u></b>	<u>A design standard is a mandatory design feature required by the City. The text of standards is characterized by the words "shall" or "must".</u>
<b><u>Municipal Code</u></b>	<u>Municipal Code shall mean the Elk Grove Municipal Code</u>
<b><u>Mural</u></b>	<u>A design or representation that is painted or drawn on the exterior surface of a structure.</u>
<b><u>Pedestrian Corridor</u></b>	<u>Includes walkway improvements, enhancements to the walking environment, and pedestrian space.</u>
<b><u>Planning Director</u></b>	<u>Means either the Planning Director or Planning Director's designee.</u>
<b><u>Restricted Commercial</u></b>	<u>A use which has been discontinued for a period of not less than twelve (12) months and which is no longer a permitted use under this SPA.</u>
<b><u>SPA Land Use Plan</u></b>	<u>The Land Use Plan is provided as Figure 2 in Section III of the SPA document.</u>
<b><u>Permitted and Conditionally Permitted Land Use Table</u></b>	<u>The Permitted and Conditionally Permitted Land Use Table is provided as Table 2 in Section III of the SPA document.</u>
<b><u>SPA Design Standards and Guidelines</u></b>	<u>The Design Standards and Guidelines are provided in Sections IV and V of the SPA document. A full and complete copy of the SPA is available for review at the City Planning Department.</u>
<b><u>Special Paving</u></b>	<u>Paving materials such as brick, pavers, and textured and color concrete.</u>
<b><u>Street Wall</u></b>	<u>A street wall is the part of a building that faces the street, but it generally refers to how and where several buildings line up to define a proper walking environment. At the most basic level, buildings should be set back an equal distance so that facades are even for as far as a pedestrian can see. An ideal street wall offers a sense of formality and includes a continuous variety of first floor businesses.</u>

**CD. APPLICATION PROCESSING AND FEES**

Design review-Review is required for the four types of applications listed below in Table 1. The application and processing fee varies for each type of design review. The application and processing fees are established by resolution of the City Council and do not exceed the reasonable cost of the City to provide the service required.

**Table 1 – Design Review Application Types**

	Site Design	Architectural Design	Application Fee	
<b>Type 1 Application</b>				
• Landscaping and replacement of plant material	X		Established by Council Resolution	
• Concrete flatwork or other paving	X			
• Change of copy or face on an existing sign	X			
• Repainting <sup>1</sup>		X		
• The installation of new fences, walls, or planters at least 24 inches in height	X	X		
<b>Type 2 Application</b>				
• New building mounted or freestanding signs	X			
• Alterations that change the exterior appearance (doors, windows, exterior finishes, lighting, etc.)	X	X		
• New buildings or non-residential additions ≤ 500 sq. ft. in size	X	X		
<b>Type 3 Application</b>				
• New buildings or non-residential additions of 501 to 2,000 sq. ft.	X	X	Established by Council Resolution	
<b>Type 4 Application</b>				
• New buildings or additions > 2,000 sq. ft.	X	X		
• Restricted Commercial classification extension by Planning Commission (extension beyond the original 12-month limit <sup>2</sup> )	X	X		
• Increase above the maximum height limit of 3-stories or forty-five feet (45'-0") for buildings fronting Elk Grove Boulevard and/or forty-five feet (45'-0") for landmark design elements <sup>3</sup>		X		
<p>Notes:</p> <p>1. If a building is repainted the exact same color, including the hue, value (shades and tints), saturation, and gloss, it is not subject to review pursuant to the SPA.</p> <p>1-2. See Section I(F) for additional "Restricted Commercial" standards.</p> <p>2-3. See Section V(A)(2) for building height standards.</p>				

**D. DEFINITIONS**

1. ~~Design Guideline – A design guideline is a non-mandatory design feature encouraged by the City. The text of guidelines is characterized by the words "should" or "encourage". The policy of the City of Elk Grove is that design guidelines must be met, unless doing so would impede good design as defined by the SPA.~~

2. ~~Design Standard~~ — A design standard is a mandatory design feature required by the City. The text of standards is characterized by the words "shall" or "must".
3. ~~Mural~~ — A design or representation that is painted or drawn on the exterior surface of a structure and which does not advertise a business, product, service, or activity.
4. ~~SPA Land Use Plan~~ — The Land Use Plan is provided in Figure 2 of the SPA Design Guidelines.
5. ~~SPA Permitted Use Table~~ — The Permitted Use Table is provided in Table 1 of the SPA Design Guidelines.
6. ~~SPA Design Standards and Guidelines~~ — The Design Standards and Guidelines are provided in Sections IV and V of the "Elk Grove Old Town Special Planning Area". A full and complete copy of the Old Town SPA is available for review at the City Planning Department.

**E. PERMITTED USES AND DEVELOPMENT STANDARDS**

The land use zones, permitted and conditionally permitted uses, and design standards, and guidelines set forth herein are applicable to all properties within the boundaries of the Old Town Special Planning Area. ~~are set forth herein.~~ The land use zones are depicted in Figure 2. The permitted and conditionally permitted uses are provided in the SPA Permitted Use Table 2. All use, development, construction, rehabilitation, modification, and other such actions on real property, buildings and/or structures located within the Land Use Zones depicted in Figure 2 of the Old Town SPA shall comply with the provisions and processes of the Old Town SPA.

**F. RESTRICTED COMMERCIAL**

All existing uses within the Old Town SPA that were operating legally prior to the adoption of this SPA update ~~Section 23.40.020 of the Elk Grove Municipal Code,~~ but are no longer a permitted or conditionally permitted use shall be classified as "Restricted Commercial" (RC). The following conditions apply to RC uses:

- Use may continue to be operated in perpetuity as the same use.
- The permitted RC use is the exact same use as the existing use on the date of the adoption of this document. For example, a muffler shop may not necessarily be allowed to convert to an emissions testing facility. If such a change in use is proposed, it is subject to Planning Commission approval.
- Owners may sell, deed, or give the business to another person or group.
- The business may continue in the same building with the same square footage and use. Use may not be enlarged, expanded, or extended (square footage of business).
- If property is damaged or destroyed, the building may be reconstructed to the same square footage prior to the incident and the same use continued.
- ~~Hours of operation of RC uses are 7:00 A.M. to 7:00 P.M. Gas stations may operate after these hours for gas and retail sales only (no auto service). Other RC uses may continue to perform office work after these hours, but they cannot see customers or perform the non-permitted service (auto repair, sawmill, etc) after hours, even if the building is closed.~~

- If such a RC use is discontinued for a period of ~~six (6) months~~ of 12 months, or occupied by a permitted or conditionally permitted use within 12 months from the discontinuance of the RC use, the RC classification is no longer valid and the RC discontinued use shall not thereafter be re-established. However, the Planning Commission may grant an extension to retain the RC classification for vacant buildings or tenant spaces up to 12 months beyond the expiration of the original 12-month period with a Type 4 Design Review application. An application for extension shall be filed not less than sixty (60) days prior to the original 12-month expiration date.
- The RC classification does not apply to uses that were operating illegally prior to and after the adoption of this SPA. Illegal uses shall be discontinued.

#### G. DEVELOPMENT APPLICATIONS IN PROCESS

Following the effective date of Ordinance No. ~~100~~ adopting the Old Town Special Planning Area Design Standards and Guidelines, or any subsequent amendments, all pending applications in process are, unless expressly exempt under State law or ordinance of the City, subject to the standards, processes, and guidelines provided herein. In the event that a SPA amendment becomes effective, all pending applications shall be subject to the standards, processes, and guidelines of the SPA amendment. Applications are no longer pending upon the occurrence of any of the following: 1) application has been approved, 2) once the appeal period has expired, or 3) the appeal process is fully exercised/completed.

#### H. DESIGN REVIEW EXEMPTIONS

The following structures are exempt from Design Review. However, such structures may require additional permits, such as a ministerial building permit to ensure compliance with adopted Building Code standards and applicable Zoning Code provisions.

1. New single-family residential homes;
2. Additions to single-family residential homes;
3. Interior alterations that do not increase the gross floor area within the structure, or change/expand the permitted use of the structure; and
4. Construction, alteration, or maintenance by a public utility or public agency of underground utilities intended to service existing or nearby approved developments (e.g., water, gas, electric or telecommunication supply or disposal systems, including wires, mains, drains, sewers, pipes, conduits, cables, fire-alarm boxes, police call boxes, traffic signals, hydrants, and similar facilities and equipment).

#### I. DESIGN REVIEW AUTHORITY

The Planning Director shall be the approving authority for Type 1 and Type 2 ~~d~~Design ~~r~~Review applications. The Planning Commission shall be the approving authority for Type 3 and Type 4 ~~d~~Design ~~r~~Review applications. The Approving Authority shall approve, conditionally approve, or deny the proposed Design Review application in accordance with the requirements of the Old Town SPA. Design Review approval is required prior to issuance of any ministerial building permits or site improvement plans and prior to or in conjunction with discretionary action of corresponding development applications (e.g., Conditional Use Permit, Variance).

J. **DESIGN REVIEW PROCESS**

1. Application Submittal. Design Review applications shall be submitted to the Planning Department on a City application form, together with all fees, plans, maps, color elevations, and any other information, materials, studies, and documents as described in the City's application submittal requirements Planning Application Submittal Checklist provided in the City of Elk Planning Application Form packet.
  
2. Application Review. In accordance with the Permit Streamlining Act (California Government Code Section 65943), within 30 days of application submittal, the Planning Director shall determine whether or not the application is deemed complete. The process for completeness determination may include the distribution of the application materials to appropriate departments and agencies, including the designated representatives of the Old Town Foundation and the Elk Grove Historical Society, for review and comment. All comments received shall be reviewed by the Planning Director to ensure that the completeness determinations by other departments and agencies are legally valid. The Planning Director shall also review the application materials to ensure completeness and make the official completeness determination. The applicant shall be notified in writing of the application completeness. As appropriate, certain comments may require the applicant to 1) submit additional information, 2) make project modifications, and/or 3) comply with conditions of approval to ensure conformance with applicable provisions of the Municipal Code and the Old Town SPA design provisions.

In order to expedite the process for administrative Design Review applications (Types 1 and 2 applications), the Planning Director shall make a reasonable effort processing the completeness determination within five (5) days of submittal, for Type 1 and Type 2 applications.

~~2.~~  
~~3.~~

- ~~4. For Type 1, 2, 3, and 4 applications, the applicant shall be notified in writing of the determination. Once complete, the Planning Staff shall distribute complete application materials to appropriate departments and agencies for review and comment, including the designated representatives of the Old Town Merchants and the Elk Grove Historical Society. Planning Staff shall be responsible for requesting feedback and incorporating comments into project modifications or conditions of approval to ensure conformance with applicable provisions of the Municipal Code and the Elk Grove Old Town SPA design provisions.~~

- ~~5.3. Environmental Review. The project shall be reviewed in accordance with the environmental review procedures of the California Environmental Quality Act (CEQA).~~

- ~~6.4. Notice and Hearing/Determination. Public notice and hearings shall be conducted as follows:~~

	Notice Requirements	Other Requirements
Types 1 and 2 Type 2	<p><u>Public Notice shall be mailed to the applicant and property owner(s) of the project site no less than seven (7) days prior to the scheduled date of determination.</u></p> <p><del>Public notice shall be mailed to the applicant and property owners of sites directly abutting the subject parcel(s) no less than seven (7) days prior to the scheduled date of determination.</del></p> <p><del>Public notice shall be mailed to the applicant and property owners of sites within 500 feet of the subject parcel(s) no less than fourteen (14) days prior to the scheduled date of determination.</del></p>	<p>The notice shall identify the subject parcel, describe the request, and identify the date of Planning Director determination on the administrative Design Review application. The notice shall also identify the opportunity to provide input prior to the determination and the right to appeal the determination in accordance with this title – see below (Section 1(J)(5)). The Planning Director shall create a written record of action to approve, conditionally approve, or deny the administrative Design Review application. This record of action shall be mailed to the applicant within three (3) days from the date of action.</p>
Types 3 and 4	<p>For Design Review applications decided by the Planning Commission, public notice and hearings shall be conducted in accordance with Zoning Code Article II Title 1, Chapter 23.14, Section 23.14.040 (Public Notices) 10 Article 1 (Permits Generally)</p>	N/A:

~~7.5. Appeals.~~ Any person dissatisfied with an action of the Planning Director or Planning Commission may appeal such action to the next highest Approving Authority, within ten days from the date of the action. Actions of the Planning Director are appealed to the Planning Commission and actions of the Planning Commission are appealed to the City Council for final action. Appeals shall be conducted in accordance with Zoning Code Title 1, Chapter 15, Article 3 Article II, Chapter 23.14, Section 23.14.060 (Appeals).

**K. DESIGN REVIEW DETERMINATION**

1. Findings for All Design Review Applications. Design Review applications shall be granted only when the designated Approving Authority makes all of the following findings:
  - a. The proposed project is compatible with the historical character of the community;

- b. The proposed project is consistent with the objectives of the General Plan, the Zoning Code, and the ~~Elk Grove~~ Old Town Elk Grove Special Planning Area Design Standards and Guidelines;
  - c. The proposed architecture, site design, and landscaping are suitable for the purposes of the building and the site and will enhance the character of the neighborhood and community;
  - d. The architecture, the character, scale and quality of the design, the relationship with the site and other buildings, building materials, colors, the screening of exterior appurtenances, exterior lighting and signing, and similar elements establish a clear design concept and are compatible with the character of buildings on adjoining and nearby properties; and
  - e. The proposed project will not create conflicts with vehicular, bicycle, or pedestrian transportation modes of circulation.
2. Conditions. The designated Approving Authority may modify plans in whole or in part and may condition the Design Review application to ensure specific design features, construction materials, and conformance with all applicable provisions of the Old Town Special Planning Area Design Standards and Guidelines.
  3. Permit Issuance. Design Review authorization shall only become valid upon ~~completion~~ expiration of the designated ten-day appeal any appeal period or final decision on any appeal filed.
  4. Permit Term. Design Review approval shall be valid for a period of ~~three years~~ thirty-six (36) months from the date of final approval unless exercised for the purpose for which it was granted.

L. **ASSESSMENT REPORT TO COUNCIL**

Beginning ~~three years~~ thirty-six (36) months after the date of the Council's adoption of the updated SPA and every thirty-six (36) months thereafter, the Planning Department shall provide a triennial report to the City Council which summarizes development activity in the SPA and which identifies possible updates required in the SPA to respond to changing conditions.

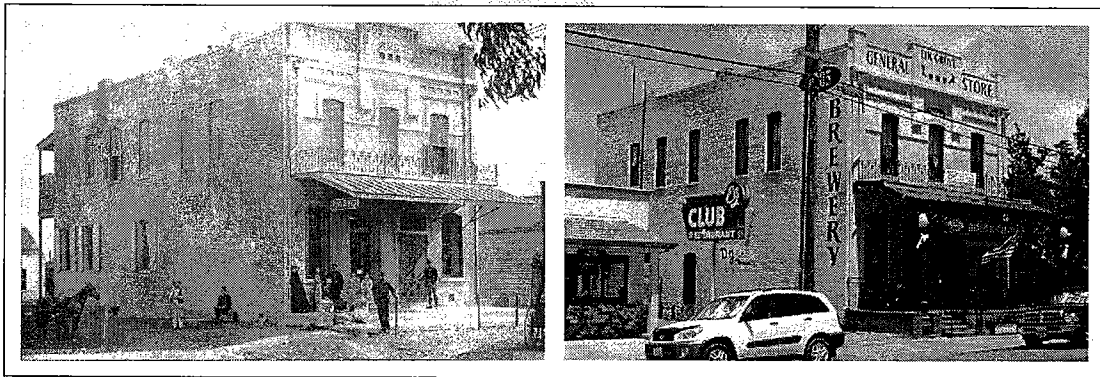
## SECTION II – BACKGROUND

The Old Town Elk Grove Special Planning Area (SPA) includes the Elk Grove Boulevard corridor from Elk Grove-Florin Road on the west to Waterman Road on the east. Old Town is the cornerstone of modern Elk Grove. The *Conceptual Master Plan*, prepared by Carter-Burgess in 1999, summarized Old Town's past as follows:

*Elk Grove is one of the oldest western settlements in the greater Sacramento region. Established in 1850 the town of Elk Grove was established as an agricultural crossroads. The original town was settled at the crossroads of Elk Grove Boulevard and what is today known as Highway 99. Elk Grove Boulevard has been the lifeblood of the community ever since. Upon arrival of the railroad, the Elk Grove station shifted the town center from what is now Highway 99 to its present location. The railroad is thus the hub for the Old Town area. The majority of the historic buildings within Elk Grove are located within walking distance of the railroad crossing of Elk Grove Boulevard. This is considered to be the core area of the community.*

The Old Town of today is rooted in the past, as shown by the various historic buildings in Figure 1 that are still in productive use today. In a desire to preserve and strengthen Old Town's vibrant past, the community's efforts resulted in multiple parcels near the intersection of Elk Grove Boulevard and the railroad tracks to be entered in the National Register of Historic Places in 1988. These sites include 8986 through 9097 Elk Grove Boulevard, plus additional properties on School, Gage, and Grove Streets.

**Figure 1 – Old Town Elk Grove: Past and Present**



Elk Grove Brewery



