

**DEL PASO NUEVO (NON-RESIDENTIAL)**  
**Site Plan and Design Review Guidelines Checklist**

**Applicant's Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Project Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Applicant shall fill out the design guidelines checklist for all guidelines applicable to the project. Check the box if meets guideline and indicate in the comments how the guideline is met. Indicate NA if a design guideline is not applicable. Any design guideline that the project does not meet shall be indicated as a deviation with a comment explaining the rationale for the deviation.

**SECTION 1: NON-RESIDENTIAL NEIGHBORHOOD DESIGN**

**A. SUBDIVISION DESIGN**

A regular street pattern which creates a network of multiple routes and points of ingress and egress is encouraged. Blocks longer than 800 feet should be prohibited, and homes should front or side onto collector streets. Walled and isolated enclaves are discouraged.

Comments / Deviations:

Staff Comments:

**B. NON-RESIDENTIAL ROOF FORMS AND MATERIALS**

**1. ROOF PITCH**

Slopes of pitched roofs should range between 4:12 and 9:12 and pitches up to 12:12 may be used on a limited basis as architectural elements such as towers or entries.

Comments / Deviations:

Staff Comments:

**2. ROOF FORMS AND MASSES**

Roof forms and masses should be representative of the overall design and scale of the building and should be consistent on a building elevation. Overhangs, gabled, hipped and shed roofs are encouraged, while mansard roofs are discouraged except in conjunction with other forms or as a detail. Flat roofs with parapets are encouraged but should not be visible from upper level spaces.

Comments / Deviations:

Staff Comments:

**3. STRUCTURAL ELEMENTS**

Exposed structural elements are acceptable when appropriately designed to coordinate with the building's design theme. Roof parapets may not appear "tacked on" and should convey the same permanence as the building.

Comments / Deviations:

Staff Comments:

#### 4. ROOF MATERIALS

Clay, slate, or colored concrete tiles are encouraged in an “S”, barrel, or flat shape. Architectural grade composition tiles and high profile metal roofing are encouraged in medium to dark earth-tones. Corrugated fiberglass or metal panel roofing with good detailing and finishes is encouraged. Reflective or brightly colored materials, low-profile composition tile, wood shingles and shakes, simulated clay tile roofs, and pressed metal roofing are discouraged.

Comments / Deviations:

Staff Comments:

### C. NON-RESIDENTIAL WALLS AND FACADES

#### 1. FAÇADE ARTICULATION

Large surface areas on exterior walls should be articulated to create distinct shadow patterns, depth and variety. Wall surfaces should not exceed 250 square feet or have continuous runs greater than 50 linear feet without some form of articulation. Walls should have clearly defined vertical divisions at approximately 15-30 foot intervals.

Comments / Deviations:

Staff Comments:

#### 2. EXTERIOR DETAILING

Exterior walls should include windows, trellises, arcades, canopies, roof overhangs, awnings, recessed or projected stories, balconies, reveals, wainscots, varied materials and other architectural elements. Detailing of exterior walls at ground level should be integrated with landscape features and all façade elements should express building function, structure and scale.

Comments / Deviations:

Staff Comments:

#### 3. GLAZING

Fifty to eighty percent of the ground floor level exterior walls should be glazed, transparent windows.

Comments / Deviations:

Staff Comments:

#### 4. MATERIALS

Materials that are low-maintenance and give a feeling of permanence such as brick, stone and concrete are encouraged. Cement or synthetic plaster (stucco), brick masonry and brick veneer, wood and composite siding are encouraged in medium to dark earth tones. Cast and precast concrete and plinth blocks used at building bases, columns, pilasters, etc. are encouraged. Split-face concrete block with multi-colored aggregate is encouraged. Natural wood or simulated shingles or shakes, vinyl or sheet metal, plywood, hardboard and dimensional lumber are discouraged.

Comments / Deviations:

Staff Comments:

#### D. NON-RESIDENTIAL ACCENT MATERIALS

Brick masonry or natural stone are encouraged in medium to light earth tones. Glazed ceramic or clay tiles in rich colors are encouraged as details. Glass block is encouraged. Canvas and metal awnings or canopies are encouraged. Natural stone, terrazzo and terra cotta used at building bases and on columns/pilasters is encouraged. Reflective and brightly colored materials, except as accents, are discouraged.

Comments / Deviations:

Staff Comments:

#### E. NON-RESIDENTIAL BUILDING OPENINGS

##### 1. ARTICULATION

Openings should be articulated with architectural details and materials, and windows and doors should be recessed in the wall. Window systems in retail buildings should be raised or recessed a minimum of six inches. Doors and associated surrounds should be designed to add visual interest to the façade. Architectural terra cotta pilasters, keystones, or other strong delineation for openings is encouraged.

Comments / Deviations:

Staff Comments:

##### 2. WINDOWS

A consistent window style, size and trim is recommended. Windows above the first level should be stacked above those on the first level. Ground floor windows in retail areas should be a minimum of 50-80% of the ground floor façade area and very lightly tinted glazing is encouraged. Adequate space should be provided between windows and adjacent roofs or openings.

Comments / Deviations:

Staff Comments:

**3. WINDOW AND DOOR FRAMES**

Anodized metal or factory painted aluminum/steel window and door frames are encouraged in rich medium to dark colors. Painted, stained, or integrally colored vinyl covered wood window or doorframes are encouraged.

Comments / Deviations:

Staff Comments:

**4. SKYLIGHTS**

Skylights should be appropriately detailed and should relate to the overall design in their form, location and color. White or frosted skylight lenses are discouraged if visible from ground level.

Comments / Deviations:

Staff Comments:

**5. AWNINGS**

Fabric awnings are encouraged on storefronts and windows. Awnings' shapes and colors must complement the building. Canvas or metal awnings at doors and windows in rich medium to dark colors are encouraged.

Comments / Deviations:

Staff Comments:

**F. NON-RESIDENTIAL TRANSITIONAL ARCHITECTURAL FEATURES**

**1. GENERAL**

Architectural features that create semi-private, transitional spaces in and between buildings and street, such as balconies, patios, staircases and courtyards are highly encouraged. These features should be fully integrated into the overall design to avoid the appearance of being "tacked on". Decorative wrought iron or tubular metal should be utilized at railings, gates, etc. and should be painted in colors appropriate to the overall design.

Comments / Deviations:

Staff Comments:

**2. STAIRS**

Stairway location and design, including stairwells and railings, should complement the building form and design. Stair tread should be covered in non-slip brick, tile, stone or other low maintenance materials. Pre-fabricated metal stairs are discouraged.

Comments / Deviations:

Staff Comments:

### 3. LIGHTING

Exterior architectural lighting should be designed to fully complement the building's design character. The light fixtures should work in conjunction with the building's wall, roof and accent materials.

Comments / Deviations:

Staff Comments:

## G. NON-RESIDENTIAL UTILITIES AND SERVICE

### 1. SCREENING

Loading, storage, and service facilities should be oriented away from public right-of-way, freeway, or adjacent residential uses and should be fully integrated into the building's design. Mechanical equipment should be located so as not to cause discomfort from noise, fumes, odors, etc. and there shall be no open-air storage of materials, supplies, equipment, etc. Utility lines should be underground when at all possible.

Comments / Deviations:

Staff Comments:

### 2. REFUSE COLLECTION

Locate refuse container enclosures in rear or interior side yards or parking lot landscape areas to minimize their visibility while maintaining convenience of users and agencies. Refuse collection areas and enclosures should be six feet in height and should use textures and colors that are compatible with adjacent buildings and that are non-combustible and durable. The use of trellis or other roof structures should be incorporated into the refuse enclosure's design where possible.

Comments / Deviations:

Staff Comments:

### 3. ROOF-MOUNTED EQUIPMENT

Roof mounted equipment on commercial buildings, ducts, vents, and passive solar collectors should be screened or oriented away from public view and screening structures should be compatible with the building's design. Wall or window mounted heating/air conditioning units shall not be permitted.

Comments / Deviations:

Staff Comments:

#### **H. NON-RESIDENTIAL ENERGY CONSERVATION**

All buildings should incorporate energy-efficient passive solar design concepts. Building and related structures should provide ample shade and air circulation for pedestrian users in the hot summer months, as well as thermal mass walls for natural heating in the winter. All buildings are encouraged to incorporate energy-efficient technologies such as photo voltaic solar energy collection panels to provide the highest possible energy efficient buildings.

Comments / Deviations:

Staff Comments:

### **SECTION 2: NON-RESIDENTIAL SETBACKS AND ORIENTATION**

#### **A. COMMERCIAL/RETAIL**

##### **1. BUILDING PLACEMENT AND ORIENTATION**

Buildings must be located close to the roadway right-of-way and should be located in prominent locations at intersections, or as terminus to roadways. Commercial buildings should be oriented to maximize pedestrian linkages to adjacent transit stops.

Comments / Deviations:

Staff Comments:

##### **2. BUILDING ENTRANCES**

Primary entrances to commercial buildings should have visual orientation and close proximity to adjacent public roadway with adequate pedestrian access and signage to identify it as the primary access. Secondary entrances should provide linkages to adjacent buildings and facilities on and off-site. Parking should be to the rear of the site with primary entrances oriented to public roadway.

Comments / Deviations:

Staff Comments:

##### **3. PROHIBITED USES**

Prohibited commercial uses within Del Paso Heights include liquor stores, adult video or retail stores, fast food drive thrus, bars/nightclubs, and other businesses considered incompatible with single-family residential uses and school/park facilities.

Comments / Deviations:

Staff Comments:

**B. PUBLIC/QUASI-PUBLIC (CIVIC)**

**1. ARCHITECTURAL DESIGN**

Consistent architectural design and detailing should be provided on all sides or elevations of a public building, and the architecture should complement landscape, lighting, fencing, and signage to create and maintain a consistent neighborhood identity. Each building should have a defined base, middle section, and top element appropriate to the uses of the building. Large, bulky, or sprawling buildings should be broken up by changes in height, wall plane, shadow relief, clustering or other measures. Multi-story buildings should have some one-story elements to soften the overall mass.

Comments / Deviations:

Staff Comments:

**2. DETAILING AND MATERIALS**

Columns and walls should reflect permanence by emphasizing thickness and mass. Entries should be clearly identifiable, integrated with adjacent landscaping and act as an organizing element in the overall design. Flashing details on walls and roofs, including gutters, downspouts and vents, should be designed and finished to complement the overall design. Landmark elements such as towers, public art, fountains and flags should be made of durable, weather resistant materials.

Comments / Deviations:

Staff Comments:

**3. BUILDING PLACEMENT**

Buildings should be placed at highly visible locations such as street terminus or in village centers. Public buildings should be across from dedicated parks, open space, and other public facilities.

Comments / Deviations:

Staff Comments:

**C. NON-RESIDENTIAL PLAZAS**

**1. LOCATION AND SIZE**

Plaza areas should be located adjacent to building access points and should promote street life and activity around the building. Plazas should be provided at an average of one square foot per 100 square feet of building. Qualifying space should be paved surfaces, fountains, seating, etc., excluding sidewalks that provide access to the plaza.

Comments / Deviations:

Staff Comments:

**2. PEDESTRIAN FRIENDLY FEATURES**

Plazas should be pedestrian friendly and buffered from parking lots, service areas and potential nuisances. Plazas should be handicap-accessible and well lit at night. Permanent seating and site furnishings are encouraged.

Comments / Deviations:

Staff Comments:

**3. PLAZA DESIGN**

Plazas should be designed in context with the building architecture, materials, and color. They should provide a sense of place unique to the buildings they serve while also unifying individual buildings.

Comments / Deviations:

Staff Comments:

**D. NON-RESIDENTIAL CIRCULATION AND PARKING**

**1. PARKING REQUIREMENT CREDIT**

Parking lots serving commercial and civic uses that have opposite peak periods will be considered for reciprocal parking credit. On street parking adjacent to commercial and civic uses will be considered as credit for parking requirements.

Comments / Deviations:

Staff Comments:

**2. LOCATION AND ACCESS**

Surface parking lots should be located away from the adjacent roadways and to the rear of buildings. Where parking must front the roadway, it should be limited to two bays (60 foot width) paralleling the roadway. Internal surface parking lots should provide multiple pedestrian linkages to adjacent properties. Wall or fences greater than four feet in height are discouraged around parking lots.

Comments / Deviations:

Staff Comments:

**SECTION 3: NON-RESIDENTIAL LANDSCAPING**

**A. NON-RESIDENTIAL STREET TREE PLANTING**

**1. TREE PLACEMENT**

Tree placement should be coordinated with streetlights, utilities, and entry drives. Sight lines at intersections and near signage should be preserved.

Comments / Deviations:

Staff Comments:

**2. TREE TYPES**

Tree species within Public Utility Easement should be installed per the Streetscape Master Plan Matrix. Street trees should be a minimum of 15 gallon trees and should be staked against prevailing wind. Trees should be matched in size, height, and form where formalized and mixed-matched where informalized.

Comments / Deviations:

Staff Comments:

**3. ACCENT TREES**

Accent trees should be located at key driveway entrances and intersections.

Comments / Deviations:

Staff Comments:

**4. SOIL ANALYSIS**

Soil analysis is recommended to determine if surface drain lines or soil amendments are needed.

Comments / Deviations:

Staff Comments:

**B. NON-RESIDENTIAL UNDERSTORY AND GROUNDPLANE PLANTING**

**1. GROUNDPLANE LANDSCAPING**

Planter strips adjacent to "on-street" parking should be planted with durable turf and other planter strips should be planted with native and/or low water use ground covers and/or low shrubs. Positive drainage should be maintained towards the street within the right-of-way assuming a 2% minimum slope and 5% maximum slope perpendicular to the curb.

Comments / Deviations:

Staff Comments:

**2. SIGHTLINES**

When shrubs are used, they should be low height varieties that do not obscure views and/or access. Clear sightlines should be maintained at entry drives and intersections.

Comments / Deviations:

Staff Comments:

**3. PATHWAYS**

- Multiple connections between right-of-way and adjacent parcels are encouraged.

Comments / Deviations:

Staff Comments:

**4. WATER CONSERVATION**

- Water-conserving plant materials should be used where practical.

Comments / Deviations:

Staff Comments:

**5. ACCENT MATERIALS**

- Decorative rocks, cobble, crushed rock, permanent wood chips or gravel are not to be used in lieu of ground cover material; however they may be used as accent material to stabilize drainage wales and channels.

Comments / Deviations:

Staff Comments:

**C. NON-RESIDENTIAL IRRIGATION**

- Water conserving irrigation techniques and equipment should be used throughout. Pop-up heads should be located and specified to prohibit over spray onto paved surfaces.

Comments / Deviations:

Staff Comments:

**SECTION 4: PUBLIC IMPROVEMENTS WALLS AND FENCES**

**A. PUBLIC IMPROVEMENT WALLS**

**1. WALL ARTICULATION**

- Large surface expanses on walls should be articulated with varied reveal patterns (control joints), material/texture/color changes, a change in plane/direction or other means.

Comments / Deviations:

Staff Comments:

**2. ENCOURAGED MATERIALS**

Materials that are inherently low-maintenance and give a feeling of permanence are encouraged at the ground floor including: brick, stone, concrete and concrete block. Cement/synthetic plaster (stucco), brick masonry and brick veneer are encouraged in medium to light earth tones. Split-faced concrete block with multi-colored aggregate is encouraged.

Comments / Deviations:

Staff Comments:

**3. DISCOURAGED MATERIALS**

Materials that are discouraged include: flush mortar joints, corrugated fiberglass or metal panels, vinyl or sheet metal siding, plywood, hardboard, and dimensional lumber.

Comments / Deviations:

Staff Comments:

**B. PUBLIC IMPROVEMENT FENCES**

Fencing should not exceed six feet in height and should comply with all applicable City design requirements and should not obstruct visibility. Chain-link with wood slats is discouraged.

Comments / Deviations:

Staff Comments:

**SECTION 5: NON-RESIDENTIAL SIGNAGE**

**A. NON-RESIDENTIAL GENERAL GUIDELINES**

**1. GENERAL**

The number and size of signs should be kept to a minimum. Only signs needed to clearly communicate a message should be implemented.

Comments / Deviations:

Staff Comments:

**2. MATERIALS AND FINISHES**

All signage should be constructed with high-quality materials, finishes, and fabrication, i.e., no plywood, PVC, etc. Exposed hardware should be finished in a manner consistent with quality fabrication practices. In order to prevent staining of architectural surfaces, non-corrosive materials should be used on all exterior signs.

Comments / Deviations:

Staff Comments:

**3. SIGN MAINTENANCE AND CONDITION**

All signs and their supporting structures should be maintained in a good, attractive, and safe condition at all times. Upon notice from the City of Sacramento, a tenant will be required to refurbish, within 30 days, any signage which does not meet the standards as stated within the program. Damaged signs should be replaced within 30 days. Signs should be free of all manufacturing labels and manufacturing advertising, with the exception of code requirements.

Comments / Deviations:

Staff Comments:

**4. SIGN LIGHTING**

All exterior sign illumination should be consistent with the lighting program, except as otherwise stated within this signage program. All sign illumination malfunctions should be replaced or remedied within 10 days.

Comments / Deviations:

Staff Comments:

**5. ENERGY SAVING**

All signs and their illumination systems should utilize the minimum amount of energy necessary through the use of energy saving design techniques, equipment, and materials.

Comments / Deviations:

Staff Comments:

**6. CONTEXT**

Signs located in turf areas must include concrete mow strips, flush with grade, to minimize conflict with landscape maintenance equipment. Landscape irrigation equipment must be located to prevent spray onto signage.

Comments / Deviations:

Staff Comments:

## **B. NON-RESIDENTIAL PROJECT ENTRY SIGNAGE**

### **1. SIGNAGE DESIGN**

Typography and layout designed by a professional graphic designer is encouraged. Letters must be of a color and thickness which avoids shadow distortions.

Comments / Deviations:

Staff Comments:

### **2. SIGNAGE MATERIALS**

Examples of acceptable sign materials are painted, polished, or brushed aluminum, porcelain enamel, fiberglass, brick, stone and ceramic tile. All graphics should be high quality material that are computer cut, silk-screened or applied dimensional elements; solid painted acrylic or solid/constructed metal. No laminated materials will be allowed.

Comments / Deviations:

Staff Comments:

### **3. SIGNAGE ILLUMINATION**

No plastic signs with internal illumination will be allowed. Exposed light fixtures should be screened by plant materials or otherwise hidden from direct view.

Comments / Deviations:

Staff Comments:

## **C. NON-RESIDENTIAL COMMERCIAL SIGNAGE**

### **1. GENERAL**

The wording of signs should not describe the products sold, prices (except for gas stations), or any type of advertising, except as part of the occupant's trade name or insignia. All exterior letters or signs exposed to the weather should be mounted at least three-fourths inch (3/4") from the face of the building to permit proper dirt and water drainage. No sign maker's labels or other identification shall be permitted on the exposed surface of signs, except those required by local ordinance which should be located in an inconspicuous location.

Comments / Deviations:

Staff Comments:

**2. SIGN PLACEMENT**

The location of signs shall be determined during the special permit review process. Signs, or any portion thereof, should not project above the building or top of the wall upon which it is mounted. Signs should not be placed on building roofs.

Comments / Deviations:

Staff Comments:

**3. SIGN EQUIPMENT AND INSTALLATION**

All signs, fastenings, bolts and clips should be of hot dipped galvanized iron, stainless steel, aluminum, brass, bronze, or black iron. All conductors, transformers, and other equipment should be concealed. No exposed conduit, tubing, or raceways shall be permitted. No exposed bulbs shall be permitted. All electrical signs shall bear the UL label and their installation must comply with all local building and electrical codes. Location of all openings for conduit and sleeves in sign panels of buildings should be indicated by the sign contractor on drawings submitted by the City. Installation should be in accordance with the approved drawings.

Comments / Deviations:

Staff Comments:

**4. SIGN TYPE**

In no case shall flashing, moving, or audible signs be permitted. No "cabinet style" or plastic signs are permitted. Floor signs, such as inserts into terrazzo, special tile treatment, etc., will be permitted within the occupant's lease line or property line, if approved by the City. Tenant signage should consist of individual dimensional letters and/or logos applied directly to the face of the building.

Comments / Deviations:

Staff Comments:

**5. ADDRESS NUMBER SIGNS**

Occupants shall install street address numbers, as the U.S. Post Office requires, in a proposed location approved by the City. Size, type, and color of the numbers must be approved by the City.

Comments / Deviations:

Staff Comments:

**6. NON-CONSUMER DOOR SIGNAGE**

Each occupant who has a non-consumer door for receiving merchandise may have uniformly applied on said door, in a location as directed by the City in two-inch high block letters, the occupant's name and address. Where more than one occupant uses the same door, each name and address should be applied. Color of letters will be approved by the City.

Comments / Deviations:

Staff Comments:

**D. NON-RESIDENTIAL MARKETING SIGNAGE**

Individual developments within Del Paso Nuevo should adhere to the standards regarding marketing/informational signage contained within the City of Sacramento sign ordinance. These include any temporary signage associated with the marketing of land and building and shall be funded by solely the landowners.

Comments / Deviations:

Staff Comments:

**SECTION 6: NON-RESIDENTIAL LIGHTING**

**A. NON-RESIDENTIAL GENERAL GUIDELINES**

**1. COLOR TEMPERATURE**

Light sources with a white color within the color temperature range of 2700-4500 degrees Kelvin are encouraged. Golden, yellow, blue, or reddish light sources should not be used. Blinking lights are not permitted.

Comments / Deviations:

Staff Comments:

**2. DAYLIGHT HOURS**

Light standards should be attractive to look at during daylight hours.

Comments / Deviations:

Staff Comments:

**3. LIGHT LOCATION AND DIRECTION**

Light sources should be located and directed to minimize glare to adjacent uses.

Comments / Deviations:

Staff Comments:

**4. ENERGY USE**

Energy saving devices such as solar sensors and timers should be utilized. Developers should contact SMUD new construction services staff to discuss methods to conserve energy.

Comments / Deviations:

Staff Comments:

## **B. NON-RESIDENTIAL PARKING LOT LIGHTING**

### **1. LOCATION**

Light standards should be located to minimize glare to adjacent roadways and buildings. Light standards should be located in planters on grade where possible. Large concrete footings that exceed 12 inches above grade are discouraged.

Comments / Deviations:

Staff Comments:

### **2. LIGHT STANDARD SELECTION**

Light standards should be selected that complement the adjacent buildings and integrate with the adjacent roadway and/or walkaway lighting. Light standards should be limited to a 30-foot maximum height. Shoebox style fixtures are prohibited. A minimum lighting level of 1.5 footcandles, as measured at the parking lot surface, should be maintained from one hour before dark until one hour after dark.

Comments / Deviations:

Staff Comments:

## **C. NON-RESIDENTIAL BUILDING LIGHTING (EXTERIOR)**

### **1. LIGHTING LEVELS**

Exterior lighting should have concealed lighting sources and maintain lighting levels consistent with the recognized standards of the lighting industry. Light levels should be determined based upon the prominence each building has within the overall community.

Comments / Deviations:

Staff Comments:

### **2. FIXTURE LOCATION**

Indirect wall lighting or “wall washing” is encouraged rather than spot lighting from great distances. Building lighting should be carefully integrated into the building or concealed in the landscape as to hide the source at night and obscure the fixture during the day. Light fixtures should not project above the façade or roofline of the building.

Comments / Deviations:

Staff Comments:

**D. NON-RESIDENTIAL WALKWAY LIGHTING**

**1. GENERAL**

A minimum of one footcandle of light should be provided along walkways. Walkway lighting should be carefully coordinated with the surrounding lighting patterns.

Comments / Deviations:

Staff Comments:

**2. MOUNTED FIXTURES**

Pole mounted light fixtures should be mounted such that the center of the lamp is between fifteen and twenty feet above the adjacent walkway. Lighting may be mounted on bollards, walls, or on low-level standards so long as they are complementary to the adjacent appurtenances and vandal resistant.

Comments / Deviations:

Staff Comments:

**E. NON-RESIDENTIAL LANDSCAPE LIGHTING**

Landscape lighting should be used as supplemental or accent lighting and should not be used to meet minimum footcandle requirements for safety. Light sources should be concealed and unobtrusive during daylight hours. Upright light fixtures should be shielded to prevent glare for pedestrians and vehicles, and vandal resistant fixtures should be utilized.

Comments / Deviations:

Staff Comments:

**By signing below, the applicant certifies that this form accurately describes the proposed work.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Applicant (Print Name)** \_\_\_\_\_

**FOR CITY STAFF USE ONLY**

**Counter Staff (Print Name):** \_\_\_\_\_