City of SACRAMENTO
Community Development

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Citywide Commercial Design Guidelines

Site Plan and Design Review Guidelines Checklist

Applicant's Name: _____ **Phone:** _____

Project Address: _____ **Email:** _____

The following checklist is a summary of the Citywide Commercial Design Guidelines. Please review the complete list of guidelines in the full document (https://www.cityofsacramento.org/Community-Development/Resources/Online-Library/Design-Guidelines). Applicant shall fill out the design guidelines checklist for all guidelines applicable to the project. Check the box if the project meets the guidelines and indicate in the comments how the guidelines are 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.

Site Design

1. BUILDING LOCATION/SITE ORGANIZATION

☐ Site planning and building location must address context of the urban environment, consistency of the public streetscape, and potential impacts on existing and planned adjacent uses. Site planning must address potential traffic, transit access, parking, circulation and safety issues, light and glare, noise, odors, dust control and security.

a. Express the character of the street as a shopping area by features such as display windows.
b. Arrange buildings to create functional public and private outdoor spaces.
c. Locate structures to create continuity of frontage along the street face by matching or reducing front and side setbacks. Orient buildings toward the primary nearby street.
d. Consider pedestrian orientation, access, and experience in site planning, including in building size and placement, circulation, and open space design. Provide adequate walkways without obstructions to pedestrian movement separated from traffic design.
e. Orient buildings to for natural lighting opportunities. Depth of interior office spaces should generally be a maximum of 4 times their width.
f. Buildings on corner lots should address both streets with windows, entryways, architectural detailing, and/or landscaping.
g. If a project has a large setback from the street, provide elements to reduce visual prominence of parking from the street. For developments with frontages of 150 feet or more, avoid monotonous facades.

Comments/Deviations:

Staff Comment:

2. PARKING

☐ The visual prominence of parked vehicles shall be minimized where feasible. Vehicular circulation and parking must be designed to minimize potential pedestrian conflicts, and provide for simple and efficient vehicle movement. Parking paved areas should be minimized as is feasible.

a. Locate parking areas to the rear or side of the property or beneath buildings for urban and infill locations. Screening parking areas from views exterior to site is encouraged.
b. Collective and shared parking areas are strongly encouraged.
c. Provide parking lot access from side streets. Provide landscaping and walkways between parking lots and public streets, right-of-ways, and pedestrian routes. Parking areas visible from the street right-of-way should be screened with landscaping, berms, or other architectural features.

d. Provide parking to meet but not exceed expected demand, considering pedestrian transit trips, rideshare programs, and shared parking agreements
e. Provide lighting in parking areas that avoids glare on adjacent properties. Design and height of the fixture should be compatible with overall building design.
f. Treat pedestrian circulation with priority over auto circulation; devices such as trellises that separate people and cars are encouraged. Large parking lots should be provided with benches in pedestrian areas.
g. Areas for extended parking of fleet, company, or service vehicles should be located at the rear of the property or other low visibility areas.
h. Parking structures on primary commercial streets should be designed with retail, office, or other uses at street level. All parking structures should be designed with architectural features complementary to commercial, office, and mixed-use buildings in the vicinity.
i. Parking should be designed to incorporate passive safety design features. Parking structure entry/exit ramps would be mid-block or toward service areas, not facing pedestrian streets.

Comments/Deviations:

Staff Comment:

3. CIRCULATION OF CARS, TRUCKS, PEDESTRIANS, AND BICYCLES

☐ Balanced circulation routes must be provided for both vehicular and pedestrian movement with a priority to pedestrians and bicyclists. Conflict between all modes of transportation should be minimized, and convenience to pedestrians should be maximized. Access and circulation should be clear and articulated to announce 'entry' or 'exit'. Prominent, attractive pedestrian routes must be provided from the public streetscape to each building or complex entrance.

Pedestrian Circulation

a. Pedestrian planning should provide for easy access to public bicycle/pedestrian ways, nodes, neighborhood centers, and transit stops. Routes should be obvious, direct, and simple. Routes should also be direct as possible to discourage landscape-damaging shortcuts.
b. Pedestrian walkways should connect each primary entrance of a commercial building to adjacent parking lots, structures, or site amenities and public sidewalks, and must be ADA accessible.
c. Separate pedestrian and vehicular entries. Employ changes in grade, color, texture, material, color, and/or finish to differentiate pedestrian access from driveways.
d. Consider walking distances to transit services in project design. Measure pedestrian accessibility by the actual paths available.
e. Locate bicycle parking close to and with direct access to buildings. Parked bicycles should be out of travel paths. Projects should be consistent with and supportive of the policies of the City's Pedestrian Master Plan and Bicycle Master Plan. Long-term bicycle parking shall be interior and secured or in lockers located adjacent to buildings where employees are working.
f. All facilities and amenities should be made accessible to people with disabilities.

Vehicle Circulation

a. Consolidate driveways, parking lots, and access routes wherever feasible to limit curb cuts, minimize development costs, and reduce auto/pedestrian conflicts. Minimize curb cuts to reduce impacts to pedestrians, cyclists and on-street parking.
b. Provide access to parking lots from side streets. Avoid parking lots with dead ends or that require backing out. Large parking lots (over 50 vehicles) should have more than one point of entry/exit.
c. If gates are used to secure vehicle or parking areas, treat them as a design element. Gates should also meet the requirements of the public works department to avoid backing up vehicles on public streets.
d. Use textures, patterns, and colors in the design of paved parking areas or entries. Use planting, site features, berms, etc., to break up large areas of unbroken, single-color untextured paving.
e. Provide connections between adjacent non-residential developments if appropriate.
f. Highlight project entryway drives and parking court entries using landscape or pavement features.
g. Provide common or shared service delivery access for adjacent buildings when feasible. Separate access points for service trucks and garbage pick-up from cars. Consider heavier demands of trucks in paving design.

Comments/Deviations:

Staff Comment:

4. SITE AMENITIES

☐ Projects must be designed whenever feasible to maximize opportunities for creating usable, attractive, and integrated public spaces and site amenities. Nearly every project can incorporate some degree of site amenity, which will vary appropriate to the overall scale and character of the project.
Examples of site amenities include mini-parks, public plazas, street furniture, public art, sidewalk cafes, transit shelters, open/green spaces, pedestrian walkways, water features, clock towers, landscape feature, landscape lighting, receptacles for trash, trellises, arbors and colonnades.

a. Distinguish transit stops from the surrounding context by changes in paving materials, larger sidewalk width, amenities, and shade/shelter structures.
b. Public areas should be visible from the street.
c. Exterior site design and landscaping should provide functional social spaces and/or pedestrian amenities. Site amenities provided by a commercial development project should be accessible from sidewalk or public walkways.
d. Materials used to construct any site amenity shall be at least of equal quality as materials of primary buildings and landscaping on the site.
e. Implement site amenities such as public art, water features, public plazas, or landscape features when the architectural features of a building do not provide a focal point or anchor at a major street corner.

Comments/Deviations:

Staff Comment:

5. LANDSCAPING

☐ Landscape elements are key components of virtually every commercial property. Design applications include but are not limited to enhancing the appearance of structures, defining site functions and edges, screening undesirable views, and introducing color, texture, and softness.

a. Use dense landscaping of plants and/or landscape vertical elements to screen unattractive elements.
b. Appropriate landscaping usually includes a variety of trees, shrubs, and other plantings. Unpaved areas should be planted with irrigated plant materials. Other unpaved areas where landscaping is challenging should be mulched.
c. Landscaping compatible with building design is encouraged. Landscaping should be in scale and compatible with adjacent land uses.
d. Consider security issues in the landscape design of the site. Landscape plans should avoid potential conflicts between landscaping, lighting and signage by proper plant material selection, placement, and maintenance.
e. Provide deciduous shade trees along south sides of structures to reduce cooling loads during the summer and allow solar gain during the winter. Deciduous shade trees and shrubs should be planted, where appropriate, to shade the west and south sides of buildings and all paved areas to reduce heat transmission.
f. Streetscape should incorporate a planter strip the sidewalk from the street (except where prohibited by existing street cross-section).
g. Retain existing mature trees in landscaping, site, and building plans whenever possible.
h. Landscaping must not impede access to hydrant connections or other essential services, but may be used with good design to soften the elements and make them blend in.
i. Provide maintenance for landscape areas, including watering, removing debris and litter, pruning, and plant replacement when necessary.
j. New planting strips located between the sidewalk and the street should be a minimum of six feet wide to promote health of shade trees. Plants may still be used if carefully selected and trained if insufficient space for a planter.
k. May include fences and low walls to create pleasing and functional definition of space.

Comments/Deviations:

Staff Comment:

6. EQUIPMENT/SERVICES/ACCESSORY STRUCTURES

☐ Service elements and infrastructure such as trash enclosures, loading docks, storage, and mechanical equipment must be screened from street views and integrated into the design to make it as unobtrusive as possible. Accessory structures such as storage facilities must be integrated with the architectural style of the project.

Accessory Structure/Storage

a. Design of accessory structures should be consistent with the overall architectural design of the adjoining building.
b. Prefabricated trailers, metal shipping containers, and other temporary structures are not permitted by City ordinances to be part of ongoing business operations or site design.
c. Integrate storage areas into the building design. Storage for inventory, equipment, or other materials should be fully enclosed.

Enclosures

d. Trash enclosures should include enough space to facilitate both waste disposal and recycling.
e. Trash enclosure design should address solid waste personnel safety and have access routes allowing solid waste personnel to easily access dumpsters for collection.
f. Views of trash storage should be minimized from public streets and be located to avoid impacting adjacent properties. Landscaping should be used around trash enclosures to provide screening.
g. Construct trash enclosures of split face block, brick, stucco over block, or similar materials. Trash enclosures shall have roofs.
h. Consider the access route to the trash enclosure in the site design. Position large enclosures so service trucks can approach them straight on.

Mechanical/HVAC/Utility Equipment

i. Integrate mechanical equipment into the architectural design of projects as much as possible. Screening elements should be an integral part of the overall building design. Rooftop mechanical equipment shall be screened from public view from adjacent streets or parking lots.
j. Group roof-top plumbing vents, ducts, and equipment away from the public view. Adjust the roof form or add screening elements.
k. Utility equipment should be screened by walls and/or landscaping. Cluster utilities and services when possible.
l. Mechanical equipment should be installed consistent with the Comprehensive Floodplain Management Plan.
m. Provide shade trees adjacent to mechanical equipment to reduce temperature at air intakes.

Loading Docks

n. Provide sufficient space for transport vehicles so they do not interfere with normal pedestrian and automobile circulation.

Comments/Deviations:

Staff Comment:

7. RESOURCE CONSERVATION

☐ New development and substantial rehabilitation development must incorporate design features which conserve resources. These include measures for energy conservation, recycling of materials, and provisions for drainage and water quality control.

Drainage and Water Quality

a. Minimize the increase in runoff pollution typically caused by land development.

b. Protect the beneficial uses of receiving waters by employing a combination of pollution source control and site-specific treatment measures.

Parking Lots

c. Areas required for tree planting may be used to satisfy City's requirement to provide on-site stormwater treatment, with early planning and design.
d. If parking lot is part of a new development with 1 acre of more impervious area, it is required to provide treatment control measures that capture and treat stormwater runoff through settling, filtration and/or biodegradation.

Recycling and Wate Handling Areas

e. Provide covered and lockable trash and recycling containers. Consolidating them within a trash enclosure is encouraged.
f. Reuse and recycling of materials produced using sustainable methods is encouraged.
g. Provide grades or slopes of paved areas directing runoff toward a dead-end sump or drain connecting to sanitary sewer. Do not locate storm drains where runoff is likely noxious.

Vehicle Wash Areas

h. Pave, berm, and grade where designated vehicle wash areas will drain into the sanitary sewer.

Solar Energy

i. Use deciduous trees to shade parking lots and buildings to provide reductions in cooling requirements and to reduce the urban heat island effect.
j. Integrate solar collection with other project elements such as shading.

Water Conservation

k. Landscape design should incorporate measures to conserve water, including plant selection and consideration of subsurface or drip irrigation.

Comments/Deviations:

Staff Comment:

Architectural Elements

8. BUILDING STYLE/THEME

☐ When a new building facade is created (either by new construction, or rehabilitation of existing buildings), it must be compatible with the context of its location. In some locations, compatibility may suggest use of thematic elements that are already well established. In other areas, compatibility is measured by broader considerations of scale and character of the area as it is expected to be in the future.

a. In commercial centers, there should be a stylistic or thematic expression tying individual storefronts and buildings together.
b. Variety in architectural elements and style is generally encouraged. Roof form, mass, changes in plane such as by furring, moldings, shapes and materials, etc., should be used to create variation and interest.
c. Design projects to respect the privacy of surrounding uses.
d. Provide clearly defined building entries in scale with the proposed project and relating directly to the street frontage wherever possible.
e. Corporate identity in the design theme should be secondary to consistency with the surrounding neighborhood or community.
f. Provide shade and architectural relief from flat facades by use of awnings, trellises, or canopies above windows, doors, and entrances.
g. Provide illuminated addresses clearly readable from the street.

Comments/Deviations:

Staff Comment:

9. SCALE/MASSING ARTICULATION

☐ Projects should acknowledge the surrounding existing or emerging context with respect to building scale, mass, setbacks, and articulation.

a. Projects at defined nodes or gateways are encouraged to provide prominent visual landmarks such as a projecting tower, promenade, arcade, or other pedestrian-oriented feature.
b. Design long facades with sufficient building articulation and landscaping to break up visual elements. Articulation such as cornice detail, insets, windows, reveals, etc. should be used.
c. Street elevations should contain features to provide visual interest, such as posts or columns.
d. Buildings should be stepped down at upper levels in areas with a relatively smaller-scale character.
e. Shopping center types of projects should either have a unified or consistent theme or should be visually broken up into separate visual elements.

Comments/Deviations:

Staff Comment:

10. MATERIALS

☐ Buildings should be constructed of durable materials that will promote the longevity of the structure and provide a pleasing appearance as the materials age.

a. Use of materials common in other commercial buildings on the street is to be considered.
b. Durable, solid facing materials should be used. Use of vinyl or grooved plywood siding, sprayed-on, textured stucco, or raw, raised grain, or rough-sawn wood is not allowed.
c. Common materials used in commercial areas include brick, stucco, and ceramic tile, and their continued use in new construction is recommended.
d. Wood should be milled with a smooth, painted finish.

Comments/Deviations:

Staff Comment:

11. ADDITIONS

☐ Additions should either be consistent with established themes, or established new themes, consistent with the approach to context selected.

a. An addition should respect, but be subordinate to, the design of the original building. Additions should not alter or destroy the architecturally defining features of the building.
b. Large additions should be broken into smaller, varied components that relate to the scale and massing of the original structure.
c. Additions should be compatible with the overall character of the property, block, and neighborhood. An addition should be set back from the primary facade.

Comments/Deviations:

Staff Comment:

12. ROOF FORMS

☐ The roof forms of new development should be integrated with the overall design.

a. For taller buildings, articulated facade surfaces with multiple rooflines are encouraged. Roof parapets may be used to add visual interest to flat roof lines.
b. One-story buildings should avoid the use of exaggerated, sloped roof forms.
c. Specific roof forms on corner buildings are encouraged to help accentuate the corner location.

Comments/Deviations:

Staff Comment:

13. ENTRY FEATURES

☐ Entry features should be clearly visible to pedestrians, approaching from street and sidewalk.

a. Locate primary entries on major sidewalks to provide clearly visible pedestrian access. The size of the entry should be proportional to the building.
b. Secondary entries may be located at the side or rear of the building to provide access from parking areas.
c. Entries should be clearly defined with signage and architectural details.
d. In mixed-use buildings, the entrance to residential uses on the second story should be clearly defined and approachable from a public street or sidewalk.

Comments/Deviations:

Staff Comment:

14. WINDOWS/DOORS

☐ Windows and doors should be used as a design element, and provide ‘eyes’ on the surroundings to enhance both functional and implied security.

a. Windows, entries, and doors should occupy most of the wall surface on the ground floor. Building openings should maintain the proportions and spacing of other openings on the block.
b. Headers, trim, and sills of windows of new buildings should be articulated in design, dimensions, and profiles.
c. Windows should be clear glass to allow pedestrians to see into structure. Doors should be constructed from transparent materials, such as panels with glass, full-light glass, or glass panes in a wood or metal frame.
d. Security bars outside of commercial windows is highly discouraged.

Comments/Deviations:

Staff Comment:

15. CANOPIES/AWNINGS/ARCADES

☐ When incorporated into a commercial building, canopies, awnings, and arcades should be durable components that complement the overall design.

a. Canopies, awnings, arcades, and overhangs are encouraged over window displays and entries along public sidewalks on the ground floor of commercial buildings. Canopies, awnings and overhangs projecting into public right-of-way are subject to City revocable encroachment permit.
b. Design canopies, awnings, and arcades with respect for the proportions of the building in terms of size, shape, and placement. Canopies and awnings should fit within individual bays or structural divisions of the building facade.
c. Each window should be articulated with an individual (rather than continuous) canopy or awning. The color and style should complement ground-level awnings and canopies.
d. Brightly colored awnings should be compatible with colors used on main building. Uncolored or light-colored canvas awnings may be appropriate for dark and north-facing facades.
e. Canvas, fire-resistant acrylic, and metal are preferred materials for awnings.
f. Illuminate canopies and awnings where appropriate to the architectural style of the building. Design canopies and awnings to provide window hading to reduce energy use.

Comments/Deviations:

Staff Comment:

16. SIGNAGE

☐ Building signage must be an integral part of the architectural design of every commercial establishment. Building signage must comply with the sign regulations in the city code.

a. Signs should be in areas of the architectural facade planned for signage and constructed of quality weatherproof materials.
b. Design signage for its effect both during the day and at night. Sign lighting should be indirect to avoid glare and harshness.
c. Dimensional signs are generally preferable to flat signs. Signage should be the minimum in size and number needed to do the job. Signs at building entries should be sized and designed to accommodate all future tenants and individual businesses served by that entrance.
d. Any painted sign must be professionally prepared and executed.
e. Addresses of buildings must be displayed in accordance with City of Sacramento ordinances.

Comments/Deviations:

Staff Comment:

17. LIGHTING

☐ Lighting fixtures and the light they disperse should be designed to complement and enhance the architectural style of the building and should be compatible with the character of the area. Lighting fixtures should also provide both functional service as well as design impact.

a. Building lighting should relate to the style and character of lighting of the whole site.
b. Use of neon, marquee lighting, and other specialized lighting is appropriate in some areas.
c. Illuminate pedestrian areas by pole- or bollard-type fixtures no more than 14 feet high for pole lighting, or 3 feet high for bollards.
d. Specialized lighting is appropriate for architectural elements like building features and entries. Lighting features must not obscure major architectural features.
e. Lighting should provide even illumination and should not direct unwanted glare toward adjacent or other sensitive areas. Downlighting and other features reducing sky-lighting are encouraged.

Comments/Deviations:

Staff Comment:

18. SUSTAINABILITY

☐ New developments and rehabilitation of existing buildings must incorporate building design features that conserve resources.

a. Reduce building energy consumption through design choices. Use recycled and sustainably harvested building materials wherever possible.
b. Install energy efficient lighting in public and private when possible. Install Energy Star rated roofs, strategically placed shade trees, and other landscaping to reduce site and building temperatures.
c. Include renewable energy measures such as photovoltaic roofs when possible.
d. Use drainage swales to provide surface water infiltration and groundwater recharge.
e. Use low volatile organic compound paints and coatings and avoid use of solvents and other materials that negatively impact air quality.

Comments/Deviations:

Staff Comment:

19. EQUIPMENT SERVICES

☐ Service elements and infrastructure such as louvers and exhaust vents, mechanical equipment, pipes and conduits, et cetera, must be integrated into the architectural design. Where such elements cannot be concealed in or behind the building structure, they must be screened from street views.

a. Conceal roof-mounted equipment behind parapets or screen walls. If equipment cannot be fully concealed, paint to match visually adjoining surfaces. Screened walls should be integral to building design.
b. No visible surface pipes or conduit. Remove any existing visible piping or conduit.
c. No additions to buildings that utilize prefabricated trailers, metal shipping containers, and other temporary structures. Where such additions exist, remove if in vicinity of proposed work.
d. Locate fire sprinkler valves and other required devices as unobtrusively as possible. Hose bibs should be provided for new construction and substantial remodels in unobtrusive yet convenient locations.
e. If storage for garbage is integrated in the building design, do not position where the odors and debris associated with use will detract from the overall building character.

Comments/Deviations:

Staff Comment:

20. BUILDING SECURITY

☐ Building design must include architecturally integrated provisions for security appropriate to the use and location. CPTED standards as defined in Appendix A shall apply to for site planning, circulation, site, landscape and building lighting, visual barriers and landscaping. Lighting of buildings should be designed in such a way as to not only provide for security, but also contribute to the designed appearance. Other security features that are functional and effective should be integrated into the design, and not contribute to a negative impression or appearance.

Lighting

a. Architecturally integrate lighting with the building style, material, and colors. Surface mounted lights should not produce unwanted glare on the property, street, or adjacent properties.
b. Provide accent lighting creating a focal point for entries.

Windows

c. Discourage simple tubular metal grills mounted on the exterior. Use architecturally integrated alternatives, such as interior mounting of the grills, grills that are decorative in character, and windows that by their size and geometry offer inherent protection from intrusion.
d. When entire facades of a structure are meant to be secured, consider appearance in design to not create a fortress-like effect.

Comments/Deviations:

Staff Comment:

21. STREETSCAPE/PEDESTRIAN EDGES

☐ Incorporate design elements that soften the edges between the street and individual properties, to provide a people-oriented scale and character.

Landscaping

a. Provide a variety of trees along street frontages and in roadway medians. Landscaping is one of the most important elements in creating a streetscape and pedestrian edge.

Alternate Paving

b. Provide change in grade, texture, material, color, or finish of paved area, particularly in crosswalks and other intersections of pedestrian and vehicle routes.
c. Design and composition of surface materials must be accomplished while meeting accessibility requirements.

Narrower or Offset or Curved Travel Lanes

d. Use narrower traffic lanes for arterial streets to slow traffic and create safer pedestrian environments. Offsets and curves can also slow traffic where appropriate.

Providing for Bicycles

e. Incorporate bike lanes into streetscapes. Provide places for bicycles to travel and park securely.

On Street Parking

f. Allow for on-street parking to serve commercial parking needs, particularly in infill areas where sites are limited in size and potential for on-street parking is limited.

Streetside Amenities

g. Provide appropriate amenities such as pedestrian shelters, benches, and trash receptacles.

Gateways

h. Entryways to neighborhoods or areas should be highlighted as gateways by providing a focal point such as special signage.

Comments/Deviations:

Staff Comment:

22. NODES

☐ Site planning and project density must be appropriate for the project location. Projects located in areas near major intersections (arterial & collector streets), transit stations, or activity centers such as high activity businesses are areas

referred to as nodes. At these locations, designs should support the higher density, pedestrian and transit-friendly goals that are articulated in the general plan.

a. Design projects in corridor nodes to accommodate higher levels or pedestrian traffic and alternative modes of transportation such as light rail, bus, etc.
b. Projects located in corridor nodes should take advantage of any allowable flexibility to reinforce the activity and density at the nodes when appropriate.
c. Design projects accessible by bus or light rail to facilitate and encourage pedestrian access from the nearest transit stop.
d. Projects may incorporate a mix of uses where appropriate.

Comments/Deviations:

Staff Comment:

23. GATEWAYS/DISTRICTS/THEMES

☐ Projects shall be designed to support identified areas of a commercial corridor that serve as a gateway or are a part of a themed commercial district. Themed districts may be architectural, cultural, historical, or land use oriented. Themed districts are identified in various supporting documents that address individual commercial corridors.

a. Projects located at the edges of nodes and/or anchor commercial corridors should accentuate corners with use of landscaping, architecture, public art, signage, etc.
b. Design elements of individual projects in districts with common themes or purposes to complement and support these themes/purposes.

Comments/Deviations:

Staff Comment:

24. SIDEWALK USE/FUNCTION

☐ Sidewalks are the primary areas within the public street right-of-way that are reserved specifically for pedestrian use. The Pedestrian Realm's principle location is the sidewalk. Functionally it serves several purposes—circulation facility, social space, and amenity zone—and must accommodate numerous features and facilities to support these functions however, the primary function being pedestrian circulation.

Frontage Zone

a. Minimum frontage zone is 1.5 feet. Frontage zone is not necessary if sidewalk corner is adjacent to a landscaped space.
b. Frontage zone can be reduced to augment widths of the walkway and amenity zones if there is insufficient right-of-way width.

Pedestrian Zone

c. Ensure minimum sidewalk width for pedestrian traffic is not obstructed by utility poles, trees, etc.
d. Pedestrian Zone shall compromise at least 50% of the sidewalk width, but never less than 6 feet.

Public Amenity Zone

e. Public Amenity Zone should comprise at least 35% of the sidewalk width, but never less than 30% or 4 feet (whichever is greater).
f. Sidewalk cafes are encouraged within the frontage zone, and may be acceptable in the amenity zone in certain situations. Such use will require special findings to ensure such use and facilities enhance overall quality of the public realm and do not impede pedestrian traffic or conflict with access to on-street parking.
g. Sidewalk cafes with more formal dining facilities or more than a single row of tables must provide a decorative element that separates the café from the pedestrian travel zone. This is not required for less formal eateries that have a single row of chairs and tables.

Comments/Deviations:

Staff Comment:

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

Applicant's Signature: _____ **Date: _____**

Name of Planner: _____

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