

Glendale Redevelopment Agency Design Review Process and Submission Requirements

Summary and Introduction

Design Review for projects located in the redevelopment project areas of Glendale is performed by the Glendale Redevelopment Agency ("Agency") in collaboration with the City Planning Department and the Urban Design Studio. In the event the Redevelopment Agency is suspended or eliminated, the review authority shall be the City Council. Agency decisions are the result of interaction with project development entities, Agency members and staff, and other appropriate City Divisions. The applicant's Design Review submissions are made directly to the Redevelopment Agency.

In order to have an efficient process which can ensure excellent design quality of individual projects and of the total environment, the Design Review process has been established to continuously assess design issues from inception to completion. The Design Review process consists of four stages of review with a milestone approval at the end of each stage. The stages correspond to phases of architectural and artistic design and are identified as:

1. Schematic Design Review – Stage I: initial design review (see note below)
2. Design Development Review – Stage II: final design review
3. Design Check/Plan Check – Stage III: completed prior to the City of Glendale's issuance of a building permit
4. Construction Review – Stage IV: end of construction, prior to the City's issuance of the Zoning Use Certificate, and the Agency's issuance of a Certificate of Conformity

*Note: Based on the level of environmental review required, a proposed project may proceed to the Design Development stage or combine the Schematic Design and Design Development stages.

Projects in redevelopment project areas shall be exempt from design review, shall be reviewed administratively by the Director of Community Development, or shall be reviewed by the Glendale Redevelopment Agency or the City Council in accordance with Section 30.47.030 and the standards in 30.47.040 of the GMC (Zoning Code).

For all projects in any redevelopment project area, the Agency or the Director of Community Development shall be the review authority for Design Review. The Agency shall review:

1. New buildings of greater than 10,000 square feet;
2. Additions greater than 10,000 square feet to existing buildings;
3. Sign programs and creative signs proposed in conjunction with such new buildings on such additions; or
4. Any project within the redevelopment project areas for which a Development Agreement with the Agency is proposed.

For all other projects, sign programs, and creative signs, the Director of Community Development shall review the project administratively. This includes new buildings less than 10,000 square feet and additions less than 10,000 square feet to existing buildings. Small projects, such as retail tenant remodeling and projects with minimal exterior and public interior work, require administrative design review or may be exempt from design review.

Amendments to an Agency approved Sign Program or creative signs may be administratively approved by the Director of Community Development, at the Director's discretion, only when signs are compliant with the Zoning Code and meet the general intent of the previously approved Sign Program or creative signs. Signs that require a variance shall obtain approval from the Agency.

Remodeling projects including additions which propose less than five hundred (500) square feet of additional floor area, provided that such remodeling does not involve a change in architectural style of the building or structure, and renovation projects with no spaces or surfaces accessible or visible to the public are exempt from Design Review.

Notwithstanding the above exclusions or limitations, any alteration or addition determined by the Director of Community Development as being incompatible with the surrounding neighborhood character or with existing buildings or structures shall obtain approval from the Agency.

Schematic Design – Stage I

The minimum submittal requirements are outlined below. Staff has the discretion to expand these minimum submittal requirements in order to obtain a submittal package that provides a comprehensive, informative set of documents that will assist the decision makers, and the public, in fully understanding all aspects of the project being proposed.

Submittal Requirements

1. Project Description – Provide a narrative description of the project that addresses proposed uses, design concepts, public spaces, urban design, exterior materials/finishes and project landscaping, including a narrative description of the public art program for the project, if applicable.
2. Area Calculation – Provide the tabulation of areas of major exterior and public interior spaces, tabulation of parking spaces by size, type, and statement of floor area ratio (FAR) of the project. For residential projects, the calculations shall include breakdown of unit mix, unit sizes, average unit size, amount of private open space per unit, and proposed project amenities.
3. Location Map – Identify the subject site and all properties within 500 feet from the property on a location map.
4. Vicinity and Photographic Survey Map – Provide one composite photo that shows panoramic front views of all development on both sides of the street within 300 linear feet of the subject site. All neighboring parcels adjacent to the rear and in diagonal directions of the subject site shall also be photographed. Photographs must be labeled by street address and located (by notation) on the vicinity map.

5. Site Plan – Provide a site plan that shows all proposed improvements, including landscape, hardscape areas, transit routes, improvements on the public right of way, and adjacent development (developed and undeveloped).
6. Massing Model and/or Animation – Provide a physical or digital massing model, or animation of the proposed project, which includes adjacent developments and surrounding context. The massing model and/or animation should illustrate the visual impacts the proposed development will have on the city skyline, pedestrian experience, and principal view corridors.
7. Perspective Drawings – Provide two exterior perspective drawings; at least one must show a street level viewpoint. If applicable, one additional perspective drawing of a major interior public space may be required.
8. Floor Plans – Provide a complete set of floor plans for all above and below ground floors, roofs, garages, and subterranean areas.
9. Ground Floor Plan – Provide a ground floor plan that includes dimensions of site, parking area(s), building(s), setbacks, exterior hardscape, and walls. If applicable, the ground floor plan should also include areas of major interior public spaces.
10. Project Sections and Elevations – Provide at least two project sections and all exterior elevations.
11. Landscape Plan – Provide a landscape plan that identifies all landscape areas, decorative hardscape areas integrated into landscape plans, plant materials, and roof top gardens, if applicable.
12. Conceptual Lighting Plan – Provide lighting plan with samples and manufacturer's literature for exterior and interior public spaces, including parking garages. Lighting locations are to be shown on landscape plans, reflected ceiling plans and elevations.
13. Public Art – Provide conceptual designs of public art in drawing and model form, if applicable.
14. Format of Submittal Documents – The documents shall be submitted in the following format: two (2) sets of full size drawings, forty (40) sets of drawings reduced to 11" x 17" of those twenty (20) must be in color and twenty (20) sets in black and white. The forty (40) sets should be bound and include a cover. An electronic copy of all drawings in Adobe PDF format shall also be provided.
15. Completed "Conflict of Interest Statement" – Staff will provide you with the appropriate form.
16. NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) –A general description of compliance with the NPDES requirements. Verification of compliance is

to be obtained from the Engineering Division, Room 205, in the Municipal Services Building prior to application submittal. Staff will provide you with the forms.

17. Mailing Labels – The applicant must submit certified public notice mailing labels for all owners of real property as shown on the latest County Assessor equalized assessment roll within a 500 foot radius of the exterior boundaries of the real property. Ownership data shall be prepared on typed self-adhesive mailing labels. (A photocopy duplicate must also be submitted.)

Design Development – Stage II

The Design Development stage of architectural design approval is the final design review, at which time all major design and cost decisions for a project should have been made. Environmental review and zoning entitlements must be completed prior to this stage. The design submission for final review includes a completed set of the architect's Design Development information and the artist's final designs, which update the Schematic Design requirements and respond to all comments and conditions imposed during the Schematic Design approval.

Submittal Requirements

1. Projects located in the Central Glendale Redevelopment Project Area only, will be required to provide a model at 1:1200 scale (1" = 100') to fit into the Agency's Project Area models.
2. Update all Schematic Design Requirements, including the following:
 - a. Area Calculation
 - b. Site Plan
 - c. Massing Model and/or Animation
 - d. Perspective Drawings
 - e. Floor Plans
 - f. Ground Floor Plan
 - g. Project Sections and Elevations
 - h. Landscape Plan
 - i. Lighting Plan
 - j. Public Art (if applicable)
3. Provide materials/finishes and color boards of exterior walls, exterior hardscape (at ground plane, visible roofs and at usable roof checks) and major interior public open spaces. Product information and details on windows, doors, railings, and curtain walls should also be included.
4. Provide detailed outline of specifications for exterior finishes of buildings.
5. Provide interior elevations of major public interior spaces, if applicable.

6. Provide reflected ceiling and soffit plans of exterior and major public interior spaces. Spaces such as arcades, colonnades, lobbies, malls, courtyards and galleries should be included.
7. Provide graphics and signage location plans, schedules and samples or manufacturer's literature for exterior and interior public spaces, including parking garages, if applicable.
8. Provide two (2) updated sets of full size drawings, forty (40) sets of drawings reduced to 11" x 17", of those twenty (20) must be in color and twenty (20) sets in black and white. The forty (40) sets should be bound and include a cover. An electronic copy of all drawings in Adobe PDF format shall also be provided.

For projects receiving Agency financial assistance, the Agency Design Review approval will be incorporated into the Disposition and Development Agreement (DDA) or Owner Participation Agreement (OPA) between the Agency and a Developer. Projects participating in the Public Arts Program should have established a method of selection for artists and for the developer's choice of an art consultant or advisory panel prior to the submission for Design Development. It is important to completely integrate works of art into the project's overall architecture and landscape design.

All approvals by the Agency or the Director of Development Services shall be valid for a period of two (2) years except approvals for a sign program which shall be valid until replaced by a later sign program approval.

Design Check/Plan Check – Stage III

Construction Documents are completed by the project's architect and submitted for Design Check by Agency Staff for conformance with the approved Design Development plans. The Design Check will be performed simultaneously with the City Building Department's Plan Check and will be the basis for issuing a Building Permit. Minor, non-substantive changes from the approved Design Development that occur during Design Check/Plan Check and which do not require additional Agency review may be reviewed and approved administratively after which the updated documents will be provided to the Building Department for Plan Check approval and issuance of a Building Permit. For a development with multiple or phased construction, several Building Permits may be issued, requiring a Design Check for each permit.

Submission requirements for a Design Check are three (3) complete sets of Construction Documents, including any clarification drawings and narrative text describing any changes reviewed and approved after the final Design Development approval. The development team must provide monthly progress reports on the Construction Documents, including all changes which may have a significant effect on the public aspects of the project design. Construction Documents must include any necessary provisions for public art, as applicable.

Construction Review – Stage IV

Issuance of the City's Zoning Use Certificate for a development project is contingent upon a Construction Check and an issuance of a Certificate of Conformity by the Agency. An on going site review will be conducted per the Design Check/Plan Check drawings by Agency and City staff.

Change orders and maquette of public art, as applicable, will be reviewed and site visits will be made by the Agency and City Staff to facilitate Construction Check. Agency approval of the completed construction and installed public art, as applicable, is required before the Agency will issue a Certificate of Conformity.

Submission requirements for the Construction Check include Addenda during bidding and Change Orders during construction (or other documents which serve the same purpose as Addenda and Change Orders) for design items which affect the appearance or use of the exterior and public interior portions of an development. Clarification drawings and text must be provided to the Agency, if requested, to explain any design changes made subsequent to the Design Check/Plan Check stage. At a minimum, the development team must provide Agency staff with a written monthly report on construction progress, which report shall specify any proposed and approved design changes. The completion of Construction Review is considered the final review at which time the design review process is deemed complete.