

# Downtown Specific Plan

## IMPLEMENTATION & ADMINISTRATION

### VIII. IMPLEMENTATION AND ADMINISTRATION

#### A. PURPOSE STATEMENT

The Escondido Downtown Area Specific Plan sets forth a variety of implementation measures in the form of policies, land use and development regulations, design principles, and guidelines. This Downtown Specific Plan affects private property primarily through regulation of land uses and physical property improvements. Implementation of these regulations shall be achieved largely through the planning approval and design review process utilizing the decision-making authority of the Planning Commission and City Council.



All construction and development within the Specific Plan Area shall comply with the provisions of the Downtown Specific Plan. If any issues arise which are not covered by this document, the most applicable provisions of the Escondido Zoning Code shall prevail, as determined by the Director of Community Development.

#### 1. DESIGN REVIEW AND PERMIT PROCESS

All new construction and work on the exterior of a building, or site, in the Specific Plan Area (including signs, but excluding minor repairs) shall require design review by staff under direction of the Director of Community Development pursuant to Figure VIII-1, to determine conformance with the design guidelines and policies provided in this document. Projects involving historic resources may be referred to the Historic Preservation Commission. Determinations and recommendations of the Director of Community Development may be appealed to the Planning Commission. The Planning Commission decisions may be appealed to the City Council. The design review and permit process shall include the following steps:

- a. **Initial Meetings:** Meet with the Planning Division staff to discuss plans and any documentation that illustrates the proposed work.
- b. **Application Submittal:** Submit the plans to the Planning Division. Staff shall review the project for compliance with this document and to determine completeness.

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- c. Minor projects:** Projects that include restoration, exterior changes to the structures, exterior painting, minor demolitions, changes to the site (grading, paving, landscaping, etc.), and placement or removal of exterior objects, shall be reviewed by the Planning Division staff for compliance with this document. Staff will issue a Certificate of Appropriateness if the project complies with the guidelines.
- d. Major projects:** Projects including all new construction (primary structure, outbuildings, additions), demolition, relocation, changes to the site (grading, paving, landscaping, etc.), public right-of-way improvements, any project requiring a Plot Plan Approval, including minor plot plan review for the conversion of existing or vacant automobile dealerships to a new, substantially different use, will be reviewed by the Planning Division staff. Staff will review the project based on the design guidelines outlined in this document and either:
- Issue a Recommendation of Approval or Conditional Approval; or
  - Disapprove the proposed work and provide the applicant with a written statement either giving the reasons for disapproval; or identifying recommended modifications to the proposed work.
- e. Projects Requiring Building Permits:** New construction, additions, exterior changes to a structure, demolition, relocation, placement or removal of exterior objects, shall be submitted to the Building Division for permit issuance. The Building Division shall route the plans to the Engineering Division to determine necessary public improvements if the value of the work exceeds preset standards. The Building Division shall issue a Building Permit or return the plans to the applicant for necessary modifications.
- f. Projects Requiring Grading Permits:** Projects that require a Grading and/or an Encroachment Permit shall be submitted for review by the Engineering Division. An Encroachment Permit shall be required for any work within the public right-of-way, such as driveways, curb cuts, sidewalks, curb and gutter, as well as street pavement.
- g. Project Completion:** The Building Inspector shall check the work for compliance to the approved plans upon completion of the project.



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### 2. PUBLIC HEARING PROCESS

Projects that require a Public Hearing, such as a Conditional Use Permit or Planned Development application, shall be scheduled for Planning Commission consideration (and City Council, as appropriate) after Planning Division staff review and recommendation. The Planning Commission (and City Council, as appropriate) shall:

- a. **Approve, or conditionally approve, the project:** The applicant shall be provided with a list of applicable conditions.
- b. **Disapprove the project:** The applicant shall be provided with a written statement giving the reasons for disapproval.

### 3. SPECIFIC PLAN AMENDMENT INITIATION

Projects that require a Specific Plan Amendment shall be scheduled for City Council for initiation prior to formal application submittal. The City Council shall consider whether the requested amendment satisfies the criteria identified in Chapter I Section C of the Downtown Specific Plan Strategic Goals as well as the General Provisions identified in Chapter III, Section C. The City Council shall:

- a. **Initiate the amendment:** Staff shall receive the project for processing. Projects initiated for processing shall be evaluated by the Planning Commission prior to formal City Council consideration, or
- b. **The initiation request shall be denied.**

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Figure VIII-1

### ACTIVITY CONSTRUCTION REVIEW PROCESS

Type of Work to be Done	COA Required Reviewed by:		Building Permit Issued by: Bldg. Div.	Engineering Permits Issued by: Engin. Div.
	Staff	HPC		
<b><u>New Construction:</u></b>				
Primary Structure	X		X	
Accessory Structures	X	H	X	
Additions (including porch enclosures, dormers, etc.)	X	H	X	
Additions to Commercial Properties	X		X	
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<b><u>Removal, Demolition</u></b>	X	H		
<b><u>Relocation</u></b>	X		X	
<b><u>Exterior Changes to the structure and material restoration changes:</u></b>				
Architectural details and decorative elements: (fish scale, shingles, dentils, shutters, siding, brick, stucco, metal, roof material, porches, columns, cornices, trim, railing, ornamentation, etc.)	X	H	X	
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Painting – exterior	X			
Roofs (changes in shape, eaves, ornament)	X		X	
Staircases, steps (exterior)	X		X	
Doors	X		X	
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Windows, skylights	X		X	
Mechanical systems (roof top and window units, exhaust fans, vents)	X		X	
Storm windows, doors, security grills	X		X	
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Satellite dishes	X		X	
Solar collectors	X		X	
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<b><u>Changes and modifications to the site:</u></b>				
Grading	X			X <sup>2</sup>
Parking lots (pavement and landscaping)	X			X <sup>2</sup>
Surface paving	X			
Landscaping	X <sup>1</sup>			
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Public right-of-way improvements (curb & gutters, sidewalks, street paving, driveways, curb cuts, street furniture, outdoor dining areas, etc.)	X			X <sup>3</sup>
	X			X <sup>3</sup>
Swimming pools	X			
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Light fixtures	X			
Removal of specimen vegetation				Pursuant to Article 55, Sections 33-1068A – 33-1069
<b><u>Signs</u></b>	X			
<b><u>Fencing walls, retaining walls</u></b>	X		X <sup>4</sup>	

X = Review required for all buildings.

H = Review required for properties listed on the City's Historic Local Register only.

1. Review required for all structures EXCEPT single-family residences NOT on the Historic Local Register.
2. Grading Plan Approval and Grading Permit required for over 1 foot of fill, over 2 feet of cut, or over 200 cubic yards.
3. Encroachment Permit required for any work in the public right-of-way.
4. Fences over 6' high, retaining walls over 3' high.
5. Staff may refer projects to the Design Review Board.



