

# **ASPECTS & LIMITATIONS OF REVIEW AND SUBMISSION GUIDELINES FOR URBAN DESIGN REVIEW**

## **PREFACE**

Chapter 4.36 of the Lincoln Municipal Code provides for Aspects and Limitations of Review and Submission Guidelines for Urban Design Review to be adopted by Resolution of the City Council.

The following Aspects and Limitations of Review and Submission Guidelines for Urban Design Review is a guide. Nothing contained herein shall be construed as a requirement which would prevent the City from granting exception to any of the requirements as set forth here. These Aspects and Limitations of Review are intended to cover, in general, the current City procedures and policies related to the Urban Design Review. No attempt has been made to cover all the possible situations which may arise in the design and construction projects. It will be necessary that a satisfactory solution to those situations not specifically covered by this resolution be reached as an individual basis through consultation with the Urban Design Committee.

## **ASPECTS OF REVIEW**

In reviewing proposals for which there is a review responsibility, consideration shall be given to the various aspects of urban design, planning, architectural design and aesthetics with special emphasis on the following objectives where applicable:

1. Comprehensive Plan: To assist in the implementation of urban design aspects of Comprehensive Plan, including Subarea Plans particularly those subarea plans with an emphasis on urban design such as the Downtown Master Plan, the South Haymarket Neighborhood Plan, and other plan types.
2. Environment: To promote a desirable man-made urban environment and the need therefore, to protect natural physical features, such as wooded areas and stream courses, as important elements of such an urban environment.
3. Relationship of Masses and Open Spaces: To assure that projects have been designed so that proposed masses and open spaces relate harmoniously to each other and to existing and planned development that may have a spatial or visual relationship to the proposed development.
4. Color, Texture and Materials: To encourage the harmonious use of color, texture and materials within the proposed development and its compatibility with the desirable characteristics of the surrounding area.
5. Circulation: To determine that the proposed facilities provide appropriate pedestrian and vehicular access, servicing and parking.
6. Urban Design Fabric: To assure that reasonable consideration has been given to such matters as the need for sound and sight buffers, the preservation and enhancement of views and solar

access and other aspects of design which may have a significant impact upon the urban design fabric of the community.

#### **LIMITATIONS OF REVIEW**

1. The Committee should provide guidance and a framework for improved design, but shall not design or assist in the design of any buildings or projects prior to being submitted for review.
2. Individual initiative and experimentation are to be encouraged.
3. In its endeavor to improve the quality of a design, the Committee shall keep considerations of cost in mind. But consideration of cost shall not necessarily override the other objectives of design review.
4. The Committee shall not review “works of art”, but may provide guidance as to their general location and siting.
5. The Committee shall not review detailed technical or engineering aspects of review items.

#### **SUBMISSION REQUIREMENTS**

The project director for a public project or the owner or owner’s architect for private projects which require design review shall submit project information to the Planning Department in accordance with the following submission requirements:

1. A written description of the proposed project and its environs which shall include the following:
  - a. A general description of the existing urban design characteristics of the area or areas surrounding the proposed project.
  - b. A description of how the project will affect the design characteristics of surrounding area or areas, both positively and negatively.
  - c. A description of proposed measures to ameliorate possible adverse effects of the project.
2. A site plan showing the entire area of the proposed project and the project environs (i.e., the area determined to have a visual or spatial relationship to the proposed project) legibly drawn and of sufficient size and scale to clearly show the intent of the proposed project and the project’s relationship to existing and planned development within project environs. The site plan shall include information for both the proposed project and the project environs, where applicable, as follows:
  - a. North arrow and scale.
  - b. Boundary of project area and limits of project environs.
  - c. Existing topography, location of water bodies and center line of drainage ways and stream courses and proposed site grading.
  - d. Locations and dimensions of existing and proposed rights-of-way, easements and property lines.

- e. Location, dimensions and an indication of the type of surfacing of existing and proposed streets, other public ways, roadways, parking lots, drainage ways, sidewalks, trails or paths and other ground surfacing such as patios and grassed areas.
  - f. Names of existing streets, other public way, water bodies and stream courses as necessary to identify the location of the proposed project and its environs.
  - g. Location, size and dimensions, including an indication of height, of existing and proposed structures, facilities and landscape features including buildings, shelters, retaining walls, fences, walls, railings, overhead utilities, drainage culverts, traffic signals, free standing signs, outdoor lighting, tennis courts, swimming pools, playground equipment, trees and shrubs. Proposed trees and shrubs to be shown at design size and identified by common and botanical name.
  - h. Indication of whether existing structures and landscaping are to physically remain, be removed or altered in any fashion.
  - i. Indication of use of lands and buildings.
  - j. Indication of type and light distribution pattern of proposed lighting.
3. If a street project, typical cross sections through proposed project area and project environs as necessary and drawn adequately to show design intent. The cross section shall include the following information:
- a. Location of cross section by reference to site plan.
  - b. Scale.
  - c. Boundary of project area and limits of project environs.
  - d. Existing topography and proposed site grading.
  - e. Locations and dimensions of existing and proposed rights-of-way.
  - f. Location, dimension and an indication of the type of surfacing and existing and proposed streets, other public ways, roadways, parking lots, drainage ways, sidewalks, trails or paths and other ground surfacing such as patios and grassed areas.
  - g. Names of existing streets and other public ways.
  - h. Location, size, height and dimensions of existing and proposed structures, facilities and landscape features. Proposed trees and shrubs to shown at design size.
  - i. Indication of whether structures and landscaping are to physically remain, be removed or altered in any fashion.
  - j. Indication of type and light distribution pattern of proposed lighting.
4. If proposal includes the construction or exterior remodeling of a building or shelter, a preliminary building floor plan and exterior elevations drawn adequately enough to show design intent. They shall include the following information:

- a. Scale
  - b. Identification of building floor plan and elevation.
  - c. Indication of exterior building, color, texture and type of building materials.
  - d. Location, size, dimension and design of exterior building, lighting and signs.
5. Colored renderings, digital perspectives, or a physical massing model showing the proposed development and its relationship to the adjacent area.

### **SUBMISSION MODIFICATIONS**

- 1. When, in the opinion of the Chair, the Committee can reach an informed decision without certain information described herein, the Chair may waive the requirement that such information be included with required submission.
- 2. When the applicant believes additional information and exhibits are necessary to show design intent, he/she may submit such additional information and exhibits. When, in the opinion of the Chair, the Committee cannot reach an informed decision without certain additional information and exhibits, the Chair shall require the submission of such additional information and exhibits. Said additional information and exhibits may include the following:
  - a. Photographs from the site of adjoining structures.
  - b. Detailed drawings of decorative elements.
  - c. Samples of exterior materials and colors.
  - d. Location and method of refuse storage.
  - e. Sectional studies to explain the character of the design.
  - f. Other documents including, for example, Environmental Impact Statements, if available.

### **REVIEW PRACTICES**

- 1. The Committee can be of the most service if it is involved at an early stage in the design development of major improvements.
- 2. Owners and developers should engage qualified design professionals able to address the esthetic and functional issues unique to each project.
- 3. Proposals for new buildings must be presented in the context of their existing surroundings.
- 4. Major projects such as construction of new buildings or demolition of important existing buildings will ordinarily reviewed at one month's public hearing, then acted upon at the next month's meeting. When such projects are the subjects of preliminary design discussions with the Committee, the Committee may combine hearing and action in a single meeting.
- 5. The Committee shall be mindful of the constraints imposed on projects by zoning, fire, building, accessibility, and other codes and regulations, but will not automatically waive its Standards to meet other requirements. The ideal project offers design solutions that meet all

requirements.

6. The Committee will review this document and suggest any necessary changes within its annual report to the City Council.

As Approved by the Urban Design Committee – July 1, 1981