



# CITY OF PLEASANT HILL

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## CITY-WIDE DESIGN GUIDELINES CHECKLIST

### COMMERCIAL

#### Application Submittal

Please review the City of Pleasant Hill City-Wide Design Guidelines and complete the following checklist. Please note the following are sections of the City-Wide Design Guidelines that should be reviewed for every project, please acknowledge your review of the various sections of the guidelines. Additional space is provided to note how your project complies with the various sections of the guidelines. If you need additional space to respond, please feel free to attach supplemental information.

1. **SITE PLANNING** – Building placement and orientation, inclusion of open spaces, service access, equipment screening, location of required parking, landscaping and layout. (*Guidelines in Section A.1*)

Comments:

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Reviewed: Yes  No

2. **BUILDING DESIGN** – Non-residential buildings can range from small to large buildings. Non-residential uses also tend to be areas where the public gathers and interacts, thus, accentuating the importance of these areas to the residents of the City. In addition, non-residential sites are usually located along major thoroughfares and at major intersections. High quality design should be used to provide the best appearance possible, especially when in high visibility locations. (*Guidelines in Section A.2*)

Comments:

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Reviewed: Yes  No

3. **ENVIRONMENTAL SENSITIVITY** – Building “green” is an environmentally responsible construction technique that continues to be accepted and demanded, not only in the region, but for the nation. Building responsibly provides benefits for people and the environment in the name of preservation of natural resources, reduced impact on the environment, and long-term lower maintenance and utility costs. (*Guidelines in Section A.3*)

Comments:

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Reviewed: Yes  No

4. **PARKING** – Parking is a key component of non-residential uses as it provides a necessary convenience. However, parking does not have to dominate the entire site at the sacrifice of good design. Projects can be designed to balance parking needs while maintaining design quality. (*Guidelines in Section A.4*)

Comments:

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Reviewed: Yes  No

5. **CIRCULATION** – Pedestrian and vehicular circulation should be separated when possible to ensure safety. In addition, the pedestrian should not be excluded when designing non-residential uses. (*Guidelines in Section A.5*)

Comments:

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Reviewed: Yes  No

6. **LANDSCAPING** – Landscaping is a critical component and complements good architectural design to help create a finished product. It helps to create an inviting and attractive environment in heavily travelled public places. Landscaping should be easily maintained and conserve resources. (*Guidelines in Section A.6*)

Comments:

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Reviewed: Yes  No

7. **LIGHTING** – When designing a site, lighting is often relegated to secondary status. It is often not treated with the same importance as building design or landscaping. In commercial projects lighting can have a major impact at night. Proper lighting can enliven a site at night and make it appear friendly and inviting, while not impacting surrounding uses from glare and other forms of light pollution. (*Guidelines in Section A.7*)

*Comments:*

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Reviewed: Yes  No

8. **SERVICE FACILITIES AND UTILITIES** – Service facilities and utilities are necessary to serve commercial uses; however, they can have a negative impact on the appearance of the project. Designed improperly it can visually detract from a site regardless of the success of the architecture and landscaping. Using creative design and architectural features can minimize their visual impact. (*Guidelines in Section A.8*)

*Comments:*

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Reviewed: Yes  No

9. **OUTDOOR STORAGE/DISPLAY** – Outdoor storage requires a use permit and in general is discouraged as it adds a cluttered appearance to the city’s look and feel. Outdoor displays can help generate and encourage pedestrian usage in commercial areas. However, when done improperly it has the same effect as outdoor storage by negatively affecting the visual appearance in commercial areas. (*Guidelines in Section A.9*)

*Comments:*

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Reviewed: Yes  No

10. **PUBLIC IMPROVEMENTS** – When a new project is proposed within the City, it can be reasonably expected that construction will also occur within public property (roads, easements,

trails, etc.). When this occurs the private developer is responsible to repair any damage. It is also the expectation that improvements will occur along all frontages related to the project boundaries and any relevant areas that will be impacted by the proposed development. *(Guidelines in Section A.10)*

Comments:

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Reviewed: Yes  No

**11. DRAINAGE AND STORMWATER REQUIREMENTS** – Development and redevelopment projects should incorporate drainage elements in site design as per the Subdivision Ordinance, National Pollutant Discharge Elimination System (NPDES) permit, Pleasant Hill Municipal Code (PHMC) Section 15.05 Stormwater Management and Drainage Requirements, and Public Works Standards. See City Engineering website for additional information – <http://www.ci.pleasanthill.ca/379/NPDES-Program>. *(Guidelines in Section B.1)*

Comments:

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Reviewed: Yes  No

**12. SIGNAGE**

Please see the City Sign Design Guidelines section for further guidance in regards to signs.

Analysis completed by: \_\_\_\_\_

Date: \_\_\_\_\_