



County of San Diego, Planning & Development Services  
**DESIGN REVIEW BOARD**  
**PROJECT REVIEW**  
**ZONING DIVISION**

**Record ID(s):** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Project Manager:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Scope of Review:

The Community Design Review Area Regulations (Sections 5750-5799 of the Zoning Ordinance) set forth the procedures and requirements for design review of structures proposed on certain designated properties (e.g. property with a “B” designator) in the County of San Diego. This review involves the evaluation of proposed Site Plans for conformance with adopted standards and guidelines. Section 5799 describes the scope of review to be conducted by Design Review Boards as follows:

*The Design Review Board shall advise the Director as to the site plan’s conformance with the Community’s Design Guidelines Manual. The Review Board’s evaluation shall be limited to the design guidelines set forth in the manual, and the Review Board shall cite the specific guideline(s) in instances where a project may be inconsistent with the adopted design manual. [Note: Along U.S. Hwy 15, refer to the “I-15 Scenic Corridor Scenic Preservation Guidelines.”]*

Planning & Development Services (PDS) has received an application for the project referenced above. PDS requests that your Board evaluate and provide comment on the project’s conformance with the applicable Community Design Guidelines Manual in the following areas:

<ul style="list-style-type: none"> <li>• Building height and number of stories</li> <li>• Parking and circulation</li> <li>• Site lighting requirements</li> <li>• Landscape standards</li> </ul>	<ul style="list-style-type: none"> <li>• Architectural character</li> <li>• Preservation of natural features</li> <li>• Signage</li> <li>• Other standards as may apply</li> </ul>
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Timing of Design Review Board review and advisory vote:

The Design Review Board (DRB) will receive the application materials from PDS shortly after application submittal. The project should be scheduled for review and comment at the next DRB meeting. The DRB should provide comments on design issues to the PDS Project Manager at your earliest convenience.

Note that should the proposed project be substantially revised, the modified plans will be forwarded to the DRB for further review and a subsequent advisory vote.

Notification of scheduled hearings:

In addition to the public notice and agenda requirements of the Brown Act, the DRB Chair should notify the project applicant’s point of contact at least two weeks in advance of the date and time of the scheduled meeting.

**Recommendations on the reverse side.**



County of San Diego, Planning & Development Services  
**DESIGN REVIEW BOARD**  
**PROJECT RECOMMENDATION**  
**ZONING DIVISION**

Record ID(s): \_\_\_\_\_

Project Name: \_\_\_\_\_

**Results of Design Review Board Review**

Design Review Board: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

**A. Comments made by the DRB on the proposed project.** *Reference the applicable section of the Community Design Review Guidelines.*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**B. Advisory Vote:** The Group  **Did**  **Did Not** make a formal recommendation, approval or denial on the project at this time.

If a formal recommendation was made, please check the appropriate box below:

**MOTION:**

- Approve without specific recommendations
- Approve with recommended conditions
- Deny (DRB should provide comments)
- Waive site plan review

**VOTE:** \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_ Vacant/Absent

**C. Recommended conditions of approval:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Reported by: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

Please email recommendations to: [CommunityGroups.LUEG@sdcounty.ca.gov](mailto:CommunityGroups.LUEG@sdcounty.ca.gov)  
**5510 OVERLAND AVE, SUITE 110, SAN DIEGO, CA 92123 • (858) 694-8985 • (888) 267-8770**  
<http://www.sdcounty.ca.gov/pds>