

MASTER SPRC AGENDA **Updated July 2019**

Every site plan review presents different opportunities and challenges for development. The Master Agenda provides a complete list of all items, which could be relevant to the SPRC review. Not every site plan application or project will present all of the items outlined below. Some site plans will present issues not listed below. In that regard, the list is illustrative. Staff and the SPRC Chair will review the entire list and create a specific, relevant agenda for the issues raised by each proposal.

It may be helpful to think of the proposed site-plan project in its urban design and site contexts. Three elements comprise the information necessary to evaluate the context and how the proposed development will affect and be affected by the constraints and benefits of the natural, social and existing built contexts. The natural environment: topography, solar orientation, climate; the built environment: physical constraints and uses; other buildings, historic sites, streets, circulation routes, open spaces, public art, views and sight lines, utilities; and the social environment: schools, parks, community facilities. Each context serves as a perspective to help SPRC analyze the public value a project does or does not offer.

The developer and staff are responsible for providing clear exhibits, materials and explanations that illustrate the development project and support a lucid discussion of the agenda items. SPRC may defer any item for which the relevant information has not been prepared.

- 1) Informational Presentations
 - a. Overview of site plan proposal (Applicant)
 - b. Review and analysis of site plan proposal (Staff)
 - i. Land use and zoning
 1. Relationship of site plan request to GLUP and other Comprehensive Plan elements, relevant adopted plans, policies and guidelines
 - a. Requested changes
 - b. Justification for change
 2. Relationship of project to existing zoning
 - a. Special site designations (e.g., historic district, housing conservation district, etc.)
 - b. Requested bonus density, height, etc.
 - c. Requested modification of use regulations (e.g., density exclusion, setback, lot coverage, etc.
- 2) Site design and characteristics
 - a. Natural/ environmental constraints and opportunities
 - i. Topography
 - ii. Solar Orientation

- iii. Existing vegetation
 - iv. Noise
 - v. Utilities
 - vi. Easements
 - b. Built Environment/ Uses
 - i. Allocation of uses on site
 - ii. Allocation of uses in neighborhood or vicinity
 - c. Built Environment/ Placement and Massing
 - i. Location of building(s) on site
 - ii. Building massing, height, tapering, setbacks, step-backs, relationship of multiple towers to each other
 - iii. Relationship and orientation of building(s) to public/open space, adjacent streets and street edges (build-to lines), other existing or proposed buildings, community facilities
 - iv. Location of retail, retail and entrances and loading, relationship to exterior spaces
 - v. Solar orientation of building massing on site and shadow impacts
 - vi. Site circulation: building entrances, pedestrian/ bike/vehicle access through site, impact on adjacent sites of loading and parking, delivery issues
 - vii. Accessibility, universal design elements
 - d. Streetscape improvements
 - e. View vistas through site, and view-sheds
 - f. Visibility of site or buildings from significant neighboring perspectives
- 3) Architecture of Building (and in context of site, including architectural characteristics of surrounding buildings)
- a. Design
 - i. Building, massing, height, sculpting tapering, setbacks, step-backs
 - ii. Building components: podium, mid-building, roofline, penthouse
 - iii. Façade treatments, materials, fenestration, special treatments
 - iv. Exterior lighting and other special features, including location of special features in context of urban design analysis
 - v. Street level activation: entrances/exits
 - vi. Accessibility: Universal Design
 - vii. Historic Preservation
 - b. Service issues
 - i. Utility equipment
 - 1. Electrical distribution system, communication distribution system, water distribution system
 - ii. Venting location and type
 - iii. Location and visibility of loading and trash service
 - c. Uses (Residential, Office, Hotel, Retail, Mixed use)
 - i. Retail spaces: location, size, ceiling heights, storefront designs, transparency, tenant types
 - ii. Residential: unit size; flexibility of interior unit configuration

iii. Mixed-Use

- 4) Transportation
 - a. Infrastructure
 - i. Mass transit facilities and access
 - ii. Street systems (w existing and proposed cross sections)
 - iii. Vehicular and pedestrian routes
 - iv. Bicycle routes
 - v. Accessibility
 - b. Transportation Demand Management
 - c. Automobile and bicycle parking
 - i. Proposed versus required (tenant, visitor, compact, accessible, electric charging, carpool, tandem)
 - ii. Access (curb cuts, driveway, drive aisle widths)
 - iii. Storage and locker facilities
 - d. Delivery issues
 - i. Drop off areas
 - ii. Loading docks
 - e. Signage (parking, wayfinding, etc.)
- 5) Open space
 - a. Orientation and use of open spaces, location of such spaces on site
 - i. Casual use, programmed use, social gathering space
 - ii. Public/private uses
 - iii. Softscape, hardscape balance, landscape treatments
 - iv. Seating and furniture
 - v. Public art
 - vi. Special features (water, play structures, dog exercise area, etc)
 - b. Relationship to scenic vistas, natural features, and /or adjacent public spaces
 - c. Public safety – lighting, benches, visibility, marked crosswalks
 - d. Landscape plan (including tree preservation, new trees)
- 6) Environmental Sustainability
 - a. Sustainable building design
- 7) Public impacts
 - a. Mitigations
 - b. Amenities
 - c. Community benefits
- 8) Construction issues
 - a. Phasing
 - b. Vehicle staging, parking, routing
 - c. Community liaison

