



# County of San Diego – Lakeside Town Center Design Review Checklist

## SITE LAYOUT DESIGN GOAL:

- All Development proposals should show evidence of harmony with the site plan, arrangement of building forms and landscape design of neighboring properties.
- The boundaries of the areas identified as Town Center and Town Center Side Streets are defined in the Design Guidelines.
- Maintain the "Street Wall" along the east side of Maine Avenue.
- Maintain and encourage pedestrian activity, active building frontages.
- Locate parking lots away from street view.
- Enhance the historic image of the Town Center.

## SITE LAYOUT STANDARDS

### Building Location & Orientation

		Guideline Reference	Plot Plan Complies (Y/N/NA)	See Comment	Sheet
1	The arrangement, scale, and design of buildings, open spaces, and landscape elements are equivalent to that of adjacent sites.	A3.1 (p17)			
2	Project provides pedestrian and vehicular linkages to adjacent development through connecting sidewalks, common entrance driveways, linked and aligned streets, driveways and common service/delivery areas. (See illustration for guidance)	A3.1 (p17)			
3	Project includes covered and trellised outdoor spaces ( porches, balconies, verandas, patios, or loggias). (See illustration for guidance)	A4.6 (p23)			
4	Along Maine Avenue, the front façade is located on the front property line (no setback) with the following exception: If the project is located on the west side of Maine, the façade may be set back 15 feet if that setback is the same as neighboring development.	B1-A.1(p38)			
5	Along Maine Avenue, at least 50% of the property’s street frontage is occupied by the front façade of the building.	B1-A.1(p38)			
6	Along Maine Avenue, retail and pedestrian oriented activities are located on the ground level at the street.	B1-A.1(p39)			
7	Along Maine Avenue, the building entrance is on the street front. (See illustration for guidance)	B1-A.1(p39)			
8	In the Town Center Side Streets, buildings are set back at least 15 feet from the street side property line. The setbacks provide a landscaped or pedestrian area.	B1-B.1(p43)			



		Guideline Reference	Plot Plan Complies (Y/N/NA)	See Comment	Sheet
	<b>SITE LAYOUT STANDARDS</b>				
	<b>Parking Lot Location, Access &amp; Connections</b>				
9	Along Maine Avenue in the Town Center, parking areas are not located between the building and Maine Avenue, and parking lots that abut a public street are set back at least 10 feet from the property line.	B1-A.1(p39) B1-A.2(p40)			
10	In the Town Center Side Streets area, a parking lot is set back at least 15 feet from front or side street property lines and at least 5 feet from interior and rear property lines.	B1-A.2(p40) B1-B.2.b (p44)			
11	Parking lot access is provided from alleys. If no alleys exist, then access is provided from rear yards, then side streets, and lastly from the primary frontage street.	B1-A.2(p40) B1-B.2.b (p44)			

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**ARCHITECTURAL DESIGN GOALS:**

- Respect the scale of the community with regard to the apparent height and width of new buildings.
- Building form, mass and elevations should be articulated to create interesting roof lines, shadow patterns and architectural detailing.
- Recognize the linkage potential of old and new projects.
- Buildings should incorporate natural landscape features as design elements.

		Guideline Reference	Plot Plan Complies (Y/N/NA)	See Comment	Sheet
	<b>ARCHITECTURAL DESIGN STANDARDS</b>				
	<b>Building Form &amp; Massing</b>				
12	The height of project is equivalent to adjacent structures based on the height of a wall, cornice, or parapet line. Window lines, belt courses, and/or other horizontal elements are equivalent to those on neighboring buildings. (See illustration for guidance)	A3.2 (p18)			
13	Building elevations over 50 feet in length include offsets, projections, roof overhangs, or recesses. (See illustration for guidance)	A4.1 (p19)			
14	Buildings provide shade and shadow via offsets, projections, roof overhangs, or recesses. (See illustration for guidance)	A4.1 (p20)			
15	Buildings are not greater than 2 stories in height unless the building provides a vertical setback between the second and third floors. (See illustration for guidance)	A4.1 (p19)			
16	Building entrances include porches, loggias, or arbors.	A4.5 (p22)			



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		Guideline Reference	Plot Plan Complies (Y/N/NA)	See Comment Sheet
<b>ARCHITECTURAL DESIGN STANDARDS</b>				
17	Windows and doors are recessed to create shadow lines.	A4.5 (p22)		
18	In the Town Center, buildings over 2 stories provide a vertical setback between the second and third floors. (See illustration for guidance)	B1-A.4(p41)		
19	In the Town Center, clear glass windows make up at least 50% of the facade at street level and less than 50% on the second floor (if proposed).	B1-A.4(p41)		
20	Maine Avenue buildings have covered walkways on street facing facades. The base is 1-story between 7 and 16 feet high. It has columns, arches or other vertical elements supporting a flat or low pitched roof (between 3:12 and 5:12). (See illustration for guidance)	B1-A.4(p40)		
21	In the Town Center, false fronts are only used on 1-or 2-story buildings and are no taller than 1 story for a 1-story building, and no taller than 1 ½ story for a 2-story building.	B1-A.4(p40)		
22	In the Town Center, corner buildings use corner entries.	B1-A.4(p42)		
<b>Multi-Building Projects</b>				
23	Individual buildings and structures in multi-building developments have an equivalent design.	A4.2 (p20)		
24	Facades and roof lines facing streets, parking areas, and residential neighbors are equivalent in design, color, and materials throughout the development.	A4.2 (p20)		
25	Rear facades, if visible from public streets or neighboring properties, are finished in a quality, color, and material equivalent to the principal sides of the building(s).	A4.2 (p20)		
<b>Elevations and Building Façade Materials</b>				
26	Building material changes intersect with an architectural element, such as a chimney, projection, or pilaster. (See illustration for guidance)	A4.3 (p20)		
27	Project uses 1 or more of the following encouraged building materials: <ul style="list-style-type: none"> <li>• Cement plaster (stucco) over masonry or wood frame</li> <li>• Exposed timber beams and columns</li> <li>• Brick, adobe brick, and native stone</li> <li>• Concrete and concrete masonry with textured surfaces and earth tone color (brown, tan, green or grey)</li> <li>• Wood siding</li> </ul>	A4.3 (p21)		
28	The project does not use any of the following building materials: <ul style="list-style-type: none"> <li>• Large areas of glass (longer than 50 feet), except at pedestrian level store fronts</li> <li>• High contrast color (use of a primary color (red, yellow, or blue) and a composite color (orange, green, or purple) glazed masonry</li> <li>• Glass curtain walls</li> <li>• Synthetic masonry materials</li> </ul>	A4.3 (p21)		
<b>Roof Forms</b>				
29	Sloped roofs over 100 feet in length have a break in plane or other treatments . (See illustration for guidance)	A4.4 (p21)		



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ARCHITECTURAL DESIGN STANDARDS		Guideline Reference	Plot Plan Complies (Y/N/NA)	See Comment Sheet
30	Gabled, hip, or shed roof forms at a moderate to steep pitch (4:12 and greater) are proposed.	A4.4 (p21)		
31	Eaves and roof overhangs create shadow lines and reduce the amount of sunlight striking glass surfaces.	A4.4 (p21)		
32	The project incorporates shed roofs, or trellises covering exterior walkways or loggias. (See illustration for guidance)	A4.4 (p22)		
33	The project roof materials are: <ul style="list-style-type: none"> <li>• Clay tile</li> <li>• Concrete tile</li> <li>• <u>High profile composition shingles (laminated shingles made from fiberglass and asphalt, and textured to give a three dimensional look)</u></li> </ul>	A4.4 (p22)		
34	The project does not use any of the following roof materials: <ul style="list-style-type: none"> <li>• Wood shakes and shingles</li> <li>• High contrast color (use of a primary color (red, yellow, or blue) and a composite color (orange, green, or purple), brightly colored (red, orange, or yellow) glazed tile, or reflective surfaces</li> <li>• Corrugated or galvanized metal</li> </ul>	A4.4 (p22)		
35	In the Town Center, proposed buildings on east side of Maine Avenue do not have hip roofs.	B1-A.4(p41)		
36	In the Town Center, the upper edges of building roof lines create shadow lines.	B1-A.4(p41)		
<b>Fences and Walls</b>				
37	If fences and walls over 3 feet high face public streets, the project provides a landscaped buffer at least 5 feet deep on the street facing side of the wall. When solid walls are used to buffer traffic noise, the walls provide a change of plane at a minimum of 50 foot intervals.	A4.7 (p23)		
38	Where applicable, the wall and/or fencing materials are from the following list of encouraged materials: <ul style="list-style-type: none"> <li>• Native stone (highly encouraged)</li> <li>• Concrete masonry with cement plaster finish</li> <li>• Cement plaster over framing</li> <li>• Wrought iron</li> <li>• Wood</li> <li>• Brick</li> </ul>	A4.7 (p24)		
39	None of the following wall and/or fencing materials are proposed: <ul style="list-style-type: none"> <li>• Chain link or open wire, except where screened by landscape</li> <li>• Corrugated metal</li> <li>• Bright colored (red, orange, or yellow) plastic or plastic coated materials</li> </ul>	A4.7 (p24)		



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LANDSCAPE DESIGN GOALS:					
<ul style="list-style-type: none"> <li>Planting design should reflect Lakeside’s rural character and history.</li> <li>Plant selection should recognize the importance of water conservation and emphasize drought tolerant plant species.</li> <li>Preserve and propagate native oaks, sycamores and eucalyptus trees as significant historical, aesthetic and ecological resources that contribute to the town’s character.</li> </ul>					
LANDSCAPE DESIGN STANDARDS			Guideline Reference	Plot Plan Complies (Y/N/NA)	See Comment Sheet
<b>Plant Selection Guide and Landscape Manual</b>					
40	Plant selection follows the recommendations of the Lakeside Plant Selection Guide of the Lakeside Design or the County Water Efficient Landscape Design Manual. .		A5.1 (p26)		
41	All areas are planted unless used for building, parking or other designated functions.		A5.2 (p26)		
<b>Design Concepts</b>					
42	Proposed street trees are on the list of designated street trees in the Street Tree Planting Guide based on the specific street frontage proposed for the project (See Appendix B for guidance).		A5.1 (p25)		
43	Project proposes shrubs beneath the trees (rather than lawn or ornamental ground covers).		A5.1 (p25)		
44	Drought resistant grasses are used beneath trees.		A5.1 (p25)		
45	Shrubs that grow at least 30 inches in 2 years are used in place of traditional ground cover.		A5.1 (p25)		
46	The use of turf grasses is limited to parks or other active use areas.		A5.1 (p25)		
<b>Preservation of Significant Trees</b>					
47	No oak tree with a diameter of more than 6 inches, or any 2 trunks with a combined diameter of 8 inches, as measured 4 ½ feet above the root crown will be removed.		A2.1(p14)		
48	No tree with a diameter of more than 12 inches, or any 2 trunks with a combined diameter of 16 inches or more, as measured 4 ½ feet above the root crown will be removed.		A2.1(p14)		
<b>Perimeter &amp; Parking Lot Landscaping</b>					
49	In the Town Center, street trees, at 25 feet on center, shade sidewalks where covered sidewalks do not occur. Roots are protected from pedestrian traffic.		B1-A.5(p42)		
50	All trees are minimum 24-inch box size.		B1-A.2.c(p40) B1-B.3.a(p45)		
51	In the 10 foot area between a public street and a parking lot: <ul style="list-style-type: none"> <li>1 tree is provided for every 300 square feet of total area</li> <li>Shrubs that grow a minimum of 30 inches in height after 2 years provide a visual screen</li> <li>Shrubs screen at least 80% of the length of the parking area fronting a street.</li> </ul>		B1-A.2.c(p40) B1-B.3.a(p45)		



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<b>LANDSCAPE DESIGN STANDARDS</b>		<b>Guideline Reference</b>	<b>Plot Plan Complies (Y/N/NA)</b>	<b>See Comment Sheet</b>
52	For parking areas greater than 6,000 square feet, at least 5% of the internal parking area is planted with trees and shrubs. Every parking space is located within 30 feet of the trunk of a tree.	B1-A.2.c(p40) B1-B.3.c(p45)		
<b>Perimeter &amp; Parking Lot Landscaping – Town Center Side Streets only</b>				
53	The area between the perimeter of the parking lot and the building is a minimum of 5 feet and contains either a combination of trees and shrubs or a sidewalk.	B1-B.3.c(p45)		
54	In the space between the perimeter of the parking lot and the interior and rear property lines, 1 tree is provided for every 100 square feet of total area	B1-B.3.b(p45)		
55	In the area between the building and the property line along a public street and in the side and rear yards, 1 tree is provided for every 300 square feet of total area	B1-B.3.b(p45)		

<b>SIGNAGE DESIGN GOALS:</b>				
<ul style="list-style-type: none"> <li>All signs should be a minimum size and height to adequately identify a business and the products or services it sells.</li> <li>Signage design should be carefully integrated with the site and building design concepts to create a unified appearance for the total development. Within a development, signage should be consistent in location and design.</li> </ul>				
<b>SIGNAGE DESIGN STANDARDS</b>		<b>Guideline Reference</b>	<b>Plot Plan Complies (Y/N/NA)</b>	<b>See Comment Sheet</b>
<b>General Design Criteria</b>				
56	Sign illumination is external, shielded top mounted, downward directed light source shielded from view.	A7.1 (p28)		
57	All signs and sign components are limited to three colors in addition to black and white.	A7.1 (p28)		
58	No sign, other than a sign installed by a public agency, is located in the public right-of-way on sidewalks or streets, except signs which hang over sidewalks in the Lakeside Village.	A7.1 (p28)		
59	All overhead signs clear adjacent sidewalks with a minimum headroom of 7 feet, and project no more than 4 feet into a public right-of-way.	A7.1 (p28)		
60	No sign is located above the highest portion of the building.	A7.1 (p28)		
61	Sign posts and other structural elements are made of wood or metal with a white, black, earth tone (brown, tan, green, or grey) or clear stain finish.	A7.1 (p28)		



		Guideline Reference	Plot Plan Complies (Y/N/NA)	See Comment Sheet
	<b>SIGNAGE DESIGN STANDARDS</b>			
	<b>Permitted Sign Types</b>			
62	<p>The project signage is 1 or more of the following types:</p> <ul style="list-style-type: none"> <li>• <b>Awning Valance:</b> A sign or graphic attached to or printed on an awning’s valance</li> <li>• <b>Hanging:</b> A sign attached to and located below any eave, canopy, or awning</li> <li>• <b>Kiosk:</b> A freestanding structure which has 1 or more surfaces</li> <li>• <b>Projecting:</b> Any sign which projects from and is supported by a wall of a building with the display surface of the sign perpendicular to the building wall</li> <li>• <b>Wall:</b> A sign affixed directly to an exterior wall or fence</li> <li>• <b>Window:</b> A sign affixed to or behind a window, no larger than 25% of the window on or behind which it is displayed</li> <li>• <b>Single Pole Hanging Sign:</b> A sign which is suspended from a horizontal arm which is attached to a pole no higher than 6 feet in height</li> </ul> <p>(See illustrations for guidance)</p>	A7.2 (p29) A7.3 (p30)		
	<b>Prohibited Signs Types</b>			
63	<p>The Project does not use any of the following prohibited signs:</p> <ul style="list-style-type: none"> <li>• Roof and parapet signs</li> <li>• Internally illuminated plastic signs. Other plastic signs, except where plastic is used only as raised letters</li> <li>• Back-lit signs which appear to be internally illuminated</li> <li>• Pole signs over 6 feet high</li> <li>• Portable or mobile signs</li> <li>• Signs that cover architectural features</li> </ul>	A7.4 (p30)		
64	Monument signs are not proposed.	A7.3 (p30)		



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<b>LIGHTING DESIGN GOAL:</b> <ul style="list-style-type: none"> <li>Lighting should be used efficiently to aid safety, security and to compliment architectural character without intrusion into adjacent properties, roadways and the night sky.</li> <li>Limit the amount and intensity of lighting to that necessary for safety, security and to compliment architectural character.</li> </ul>				
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<b>LIGHTING DESIGN STANDARDS</b>		<b>Guideline Reference</b>	<b>Plot Plan Complies (Y/N/NA)</b>	<b>See Comment Sheet</b>
<b>Prevent Glare, Preserve Night Sky</b>				
65	All outdoor lighting is directed downward.	A8.1 (p31)		
66	Service area lighting does not spill onto adjacent areas.	A8.1 (p31)		
67	All outdoor lighting fixtures are cutoff and shielded to prevent direct view of the light source and keep the light out of the viewer’s line of sight.	A8.1 (p31)		
<b>Low, Even Levels</b>				
68	Externally lighted signs use only shielded top mounted, downward directed light sources.	A8.3 (p31)		
<b>Size, Color &amp; Materials</b>				
69	Overhead walkway lighting is between 8 to12 feet in height.	A8.3 (p31)		

<b>BUILDING EQUIPMENT &amp; SERVICES GOAL:</b> <ul style="list-style-type: none"> <li>Carefully locate and design building equipment and service to minimize visual impact on public streets and neighboring properties.</li> </ul>				
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<b>BUILDING EQUIPMENT &amp; SERVICES STANDARDS</b>		<b>Guideline Reference</b>	<b>Plot Plan Complies (Y/N/NA)</b>	<b>See Comment Sheet</b>
70	Trash containers and outdoor storage areas are screened from view from public streets, pedestrian areas and neighboring properties. The screen for trash containers is of materials that are equivalent to the architecture of the principal buildings.	A9 (p32)		
71	Utility meters are located in service or screened areas.	A9 (p32)		



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	<b>BUILDING EQUIPMENT &amp; SERVICES STANDARDS</b>	<b>Guideline Reference</b>	<b>Plot Plan Complies (Y/N/NA)</b>	<b>See Comment Sheet</b>
72	Exterior surface mounted utility boxes are designed, painted or screened to be equivalent to the design of the buildings to which they are attached.	A9 (p32)		
73	Mechanical equipment, solar collectors, satellite dishes, communication devices and other equipment are concealed from view of public streets, adjacent properties, and pedestrian oriented areas.	A9 (p32)		
74	Roof mounted equipment is screened.	A9 (p32)		
75	The design of solar panels is equivalent to the architectural design of the building to which the solar panels are attached, or the solar panels are otherwise screened.	A9 (p32)		

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Applicant hereby agrees to comply with the applicable design review checklist standards; all applicable Federal, State, and Local laws and regulations, including but not limited to the County’s Centerline, Watershed Protection, and Landscape Ordinances, for the life of the project, or until modified by a subsequent development approval; and he/she understands that additional changes to the project may be required prior to issuance of a building permit to ensure compliance with these regulations.

\_\_\_\_\_  
Applicant Date

The Lakeside Design Review Board hereby confirms that the proposed project complies with all of the applicable design review standards provided compliance with the applicable design review checklist standards is maintained as agreed by the Applicant above.

\_\_\_\_\_  
Chairman, Design Review Board Date

**Project and Property Owner Information:**

APN(s): \_\_\_\_\_ Project Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner’s Mailing Address: \_\_\_\_\_

Agent's Name: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

(if applicable)

Agent’s Mailing Address: \_\_\_\_\_

Brief description of the project:  
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