



HISTORIC DESIGN REVIEW APPLICATION INFORMATION SHEET

GENERAL INFORMATION

This information sheet explains how your request for a newly constructed, moved, relocated, modified, altered or improved residential or commercial structure within the Historic Preservation District of Downtown Truckee will be processed through the Town of Truckee Planning Division and Historic Preservation Advisory Commission (HPAC). Processing and submittal information for demolition requests within Historic Downtown Truckee are not addressed within this information packet. Please contact the Planning Division relating to application submittal requirements and procedures for demolition proposals.

The following instructions provide the necessary information and procedures of Historic Design Review applications. Your cooperation with these instructions will ensure that your application will be processed in the most expeditious manner possible. If you have any questions following your review of this information sheet, please contact the Planning Division for additional information and clarification.

DOWNTOWN TRUCKEE HISTORIC PRESERVATION DISTRICT

The intent and purpose of the Historic Preservation District is to ensure protection of the historic and cultural old-town character of Downtown Truckee. The historic character of Truckee is defined between the late 1880s through the early 1900s, providing flexibility for imaginative and efficient historic design. The Historic Preservation Overlay District (HP District) development standards and Historic Preservation District Design Guidelines protect this character by preserving and enhancing historic structures and sites, encouraging complementary and compatible new development, and fostering a pedestrian-oriented downtown. Town staff and HPAC consideration of your application will utilize the Downtown Specific Plan HP District development standards and Design Guidelines, as well as the Historic Resources Inventory, as the basis for their review.

HISTORIC DESIGN REVIEW APPLICATIONS – WHAT, HOW & WHEN

All exterior improvements to structures located within the HP District which require land use or building permit approval require the submittal of a Historic Design Review application to be reviewed by HPAC. The Community Development Director may exempt some improvements from HPAC review, dependent upon the scope and type of improvement proposed. (For example, the Director may approve, without HPAC review, the replacement of windows, doors, siding, roofs and signs of the same size, colors, materials and style.) In all cases, the Community Development Director must determine the level of design review for exterior improvements within the HP District based upon a detailed description of the improvement(s) submitted to the Planning Division.

HPAC is an advisory body, responsible for reviewing Historic Design Review applications and formulating recommendations to the Community Development Director for final action; or, in some cases (dependent upon the scope of the project), the Zoning Administrator or Planning Commission. The Community Development Director will provide a written decision on the application following the HPAC meeting. The decision by the Community Development Director may be appealed to the Planning Commission within ten (10) days from the date of the decision.

FEES, FORMS, PLANS & OTHER MATERIALS REQUIRED

A complete Historic Design Review application includes a completed application form, completed HP District Design Guideline checklist, detailed plans, building elevations and specifications, and any supporting materials which provide the Town staff and HPAC with information necessary to adequately review your proposal. Application information must be in sufficient detail and accuracy to clearly support consistency with the HP District Design Guidelines. Insufficient detail could result in an incomplete application and resulting delays in processing your application. **A detailed, accurate and complete application submittal is essential for Town staff and HPAC to efficiently and effectively consider your application.** The assistance of a design professional is highly encouraged to ensure the adequacy and accuracy of project plans and drawings.

Historic Design Review applications must, at a minimum, include the following items. Additional color, material and/or architectural feature information may be required dependent upon the scope of your project, as determined by the Planning Division. .

- ❖ A \$2,500.00 fee deposit is required for processing larger or more complex historic design review applications. The fee deposit is based on the actual costs of Town staff time spent on processing the application and any direct costs (e.g., publication costs for the hearing notice). If the actual application costs are less than the fee deposit, the applicant will receive a refund of the unused fees at the end of the application process. If the actual application costs exceed the initial fee deposit, the applicant will be invoiced for additional deposit to cover the costs of processing the application.
- ❖ The set fee for smaller proposals (e.g., signs and minor alterations) is \$279.00.
- ❖ A completed Land Use/Zoning Application form. The record title owner(s) of the parcel(s) involved must sign the application or attach an authorization to represent statement.
- ❖ A completed HP District Design Guideline checklist.
- ❖ Color, material and architectural feature samples: 1) wall, trim, sign background and copy colors; 2) siding, roof, window, deck, door, railing and sign materials (background and lettering); 3) exterior lighting fixtures, sign fonts, mounting brackets, gutters and perimeter wall treatments/features. Product brochures can be used. If material and color samples are too large to reasonably submit multiple samples, one sample of each will suffice to be presented to the Commission at the meeting.
- ❖ Plan detail – see the following checklist referencing the necessary detail to include on plans.

Required Plans

	Bldg. Elevations	Site Plan	Landscaping	Floor
Signs	X*	X*	X*	
Additions	X	X	X*	X
Alterations*	X			
New Construction	X	X	X	X

**Plan requirements are dependent upon the scope and type of the specific project proposal. For example, wall sign proposals need only building elevations; free-standing signs require a site plan and landscaping plan. A landscaping plan will be required for additions or alterations requiring additional parking. Alterations may require site and/or floor plans. Landscaping details can be incorporated into the project site plan.*

Plan Detail Requirements

Site Plan

- Minimum scale 1/8" = 1'
- Property lines and dimensions
- Structure setbacks and easements
- Abutting property structure location
- Existing and proposed vegetation
- Owner name, assessor's parcel number & street address
- North arrow
- Topography (minimum 5' contour interval)
- Retaining wall/fence locations
- Trash enclosure & propane tank locations
- Decks, walks, stairs & landings
- Access & parking area locations, grades & materials

Building Elevations

- Minimum scale 1/8" = 1'
- All exterior materials & colors/finishes, keyed to samples provided
- Detail of doors, windows, garage doors
- Lighting locations and detail
- Dimensions – height, width & length
- Deck, railing, stair materials and colors/finishes, decorative detail
- Roof slopes and materials/colors
- Exposed foundation treatment
- Gutters & eaves
- Abutting structure heights

Sign Plan

- Building Elevation(s) – See above
- Site Plan (freestanding signs only) – See above
- Dimensions and square footages (proposed & existing)
- Materials and colors – background, trim/ border and copy
- Fonts and graphics
- Mounting/hanging method and hardware

HISTORIC INVENTORY AND HISTORIC STRUCTURES

All structures originally constructed prior to 1940 are considered historic structures. Additionally, many residential and commercial structures have been specifically identified within the Downtown Truckee Historic Resource Inventory as historic structures. **This inventory, available from the Planning Division, must be referenced to determine the age, significance of the structure, and any architectural feature or character associated with the original structure.** New development and construction will be required to incorporate a design representing and complementing the historic design and development pattern of the individual site (including pre-existing structures) and surrounding neighborhood.

DESIGN GUIDELINES – CHECKLIST

The HP District Design Guidelines are utilized by Town staff and HPAC to review your proposal. The Design Guidelines include a brief history of Truckee, overview of the Guidelines, illustrations, and descriptions of the various types of architecture in Historic Downtown Truckee. The Design Guidelines are available in the Planning Division for review, sale or check out and should be consulted for additional information and clarification. The attached checklist is provided to ensure all applicable sections of the Design Guidelines are satisfied prior to submittal of an application. All sections of the Design Guidelines may not apply to your specific proposal. For example, a Historic Design Review application proposing new signage for a commercial business would consider the *Signage, Color & Tone, Construction Material, Lighting* and *Texture* sections of the Design Guidelines. Speak to the Planning Division to help determine which section(s) apply to your particular project.

DEVELOPMENT CODE

The Truckee Development Code sets forth the development standards, allowable land uses and review procedures for projects within Historic Downtown. The Planning Division can help you determine what zone district and related development standards (i.e., setbacks, site coverage and snow storage) apply to your specific project. The Downtown Specific Plan Volume II, *Policies and Programs*, includes guidelines for public improvement projects and other pedestrian and circulation streetscape improvements which may be applicable to your project. Volume II can also be referenced for appropriate sidewalk/parking area lighting, bicycle racks, street furniture and landscape design in Historic Downtown.

SUBMITTAL REQUIREMENTS

The items listed in the “Historic Design Review Application Submittal Checklist” must be submitted as part of the application package in order for the application to be considered complete for processing. The signed checklist must also be submitted with the application. Your application will not be accepted if all of the items listed are not submitted.

The application package may be submitted electronically via email (if less than 15 MB) or Dropbox to PlanningDepartment@townoftruckee.com. Material samples may be mailed to the Planning Division or delivered in person to Town Hall. The application fee may be paid over the phone with a credit card or by mailing a check to the Planning Division; in-person payments with cash, check or credit card are also accepted at Town Hall. Checks must be made payable to the Town of Truckee. After a planner is assigned to your project, you will be contacted and asked to provide hard copies of the submittal documents as required. Depending on the scope of the proposed project, a full-size plan set and/or color copy of the plans may be required for review at the Commission hearing.

Historic Design Review Application Submittal Checklist

Applicant Name: _____ Project Site APN: _____

Application Number (to be filled out by Town staff) _____

Application Requirements

Applicant must fill out the checklist below by placing a check mark in the boxes listed under Column A (for Applicant) and signing below. Column S is for staff to verify that your submittal requirements have been met.

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- 1. Completed Land Use/Zoning Application. (The property owner must sign the application or the applicant must submit a letter or other documentation signed by the property owner authorizing the applicant to submit the application.)
- 2. Historic Design Guideline checklist.
- 3. Fee payment. Checks must be made payable to the Town of Truckee; cash and credit cards are also accepted.
- 4. Color, material and architectural feature samples.
- 5. Letter of Justification – Provide a letter that discusses the following items:
 - a. Proposed Use. (This discussion should focus on information that is not provided on the project plans.)
 - b. Information supporting the following findings. (Do not simply rewrite the findings. You must discuss *why* you believe the findings below can be made for your project.)
 - 1) The project, including its character, scale and quality of design, are consistent with the purpose of this Chapter and all applicable development standards and historic design guidelines;
 - 2) With regard to a designated historic resource, the proposed work will neither adversely affect the significant architectural features of the designated historic resource nor adversely affect the character of historical, architectural, or aesthetic interest or value of the designated resource and its site;
 - 3) With regard to any property located within the District, the proposed work conforms to the historic design guidelines for the district and does not adversely affect the character of the district;
 - 4) In case of construction of a new improvement, addition, building, or structure upon a designated historic resource site, the exterior of such improvements will not adversely affect and will be compatible with the use and exterior of existing designated historic resources, improvements, buildings, natural features and structures on said site; and

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5) The proposed project is consistent with the General Plan, the Downtown Specific Plan and any applicable master plan.

6. Plan Requirements – The following plans must be submitted with the application. If modifications are proposed on an existing building, plans showing existing conditions are also required. The plans must be of sufficient scale to show all information clearly and must be readable and understandable. If the plans are not legible, the application will not be accepted. **One electronic (PDF) copy of the plans must be submitted.** The planner assigned to the project will contact you to request hard copies of the electronic documents as required. Depending on the scope of the proposed project, a full-size plan set and/or color copy of the plans may be required for review at the Commission hearing.

a. Site Plan

- Owner's name, Assessor's Parcel Number and street address.
- North arrow and scale.
- Distance and bearings of property lines.
- Existing topography indicated with contour lines of not greater than a five-foot interval, including natural features to be preserved (e.g., trees, rock, outcroppings, watercourses, drainage channels).
- Location and height of retaining walls and fences with details, materials and construction.
- All paved areas within the property including existing and proposed parking areas, driveways, malls, plazas, curbs (location and height), gutters and sidewalks, including pavement markings and striping.
- Typical dimensions and location of parking spaces (including type), parking aisles and driveways, and the proposed striping.
- Location, dimension and type/use of existing buildings adjacent to the project site.
- Location and dimension of existing and proposed buildings and structures on the project site, including decks, walks, stairs and landings. Show both wall lines and eave lines.
- Dimensions of building setbacks from property lines.
- Location of all solid waste storage and propane tanks, and proposed screening.

b. Floor Plans

- Separate floor plans for each story, including lofts, storage, and mechanical equipment areas, at a scale of 1/4" = 1' or greater.
- The use (e.g., office, residential, retail, storage) and size of each area or room.
- The total size in square feet of each floor and the entire structure.
- The location of doors, windows and partitions.

c. Building Elevations

- Separate elevations of the front, rear and both sides, designated by direction, and at a scale of 1/8" = 1' or greater.
- All exterior materials and colors and finishes, keyed to samples provided.
- Roof slopes and materials, including manufacturer's style specifications and color.
- Detail of doors, windows and garage doors.
- Lighting locations and details.
- Dimensions of structure(s) – height, width and length.
- Deck, railing, stairs details including materials, colors, finishes and decorative details.

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- Exposed foundation treatment.
- Gutters and eaves.
- Abutting structure heights.

- d. Landscape Plan (The following information may be shown on the site plan if all required information is legible.)
 - The location of buildings, structures, driveways, parking areas and the street in relation to the landscaping.
 - The location and type of existing trees greater than six inches dbh and other significant existing vegetation. The landscaping plan must note which trees will be removed and retained.
 - The location of planting areas.
 - The size, number and type of trees, shrubs and groundcover to be planted in the planting areas.
 - A legend with planting symbols with trees, shrubs and groundcover identified by botanical name, common name, size at planting, spacing and quantities of each group of plants.
 - Applicable Water Efficient Landscaping Worksheets and documentation. Reference <http://www.townoftruckee.com/government/community-development/planning-division/plans-and-regulations/development-code/water-efficient-landscape-standards-for-larger-projects> for more information and for access to the required worksheets.

- e. Sign Plan
 - Location of signs on building elevations (see above).
 - Location of freestanding signs on site plan (see above).
 - Dimensions and square footage (proposed and existing).
 - Materials and colors – background, trim/border and copy.
 - Fonts and graphics.
 - Mounting/hanging method and hardware.

- f. Tree Protection Plan. Unless otherwise exempted, a tree protection plan is required prior to conducting development activities including, but not limited to, clearing, grading, excavation or demolition work on a property or site which requires a Zoning Clearance (*Truckee Development Code Section 18.30.151*). (Exemptions include vegetation and trees on existing developed single-family residential lots.) The tree protection plan shall clearly depict all trees to be preserved and/or removed from the site. The plan must be drawn to scale and include the following:
 - 1) Location, species and diameter of each tree on site greater than six inches DBH.
 - 2) Location of each drip line of each tree.
 - 3) Location of existing and proposed structures.
 - 4) Location of existing and proposed roads, water, sanitary and storm sewer, irrigation and other utility lines/facilities and easements.
 - 5) Location of existing and proposed structures.
 - 6) Grade change or cut and full during or after construction.
 - 7) Existing and proposed impervious surfaces.
 - 8) Identification of a contact person and/or arborist or Registered Professional Forester who will be responsible for implementing and maintaining the tree protection plan.
 - 9) Location and type of tree protection to be installed per Truckee Development Code

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Section 18.30.155H.

- g. Solar Evaluation. An evaluation of solar opportunities is required during review of all discretionary development projects (*Truckee Development Code Section 18.30.140*).
- 1) Submit a completed solar access shadow plan (please see the attached “Solar Access Shadow Diagram Preparation Instructions” for directions).
- 2) Please identify solar opportunities for the development as follows:
- A) Identification of building orientation for maximum solar gain:

- B) Appropriate landscaping:

- C) Lot size and shape:

- D) Building height:

- E) Roof eave design:

- F) Solar protection and street layout:

- G) Potential impacts to adjacent properties:

Historic Design Guideline Checklist

This summary checklist is provided as an aid in developing a project which satisfies the HP District Design Guidelines – the primary document used by the Town staff and HPAC to review Historic Design Review applications. Please submit this checklist with your Historic Design Review application with the sections marked applicable to your specific application. Contact the Planning Division if you need assistance in determining the applicable sections. Attach any justification or clarification in support of consistency with the following Design Guideline sections.

- Signage** – Locate signs carefully so as not to dominate the building. Conform to other signs relative to their size, scale, texture, color, design, material and location.
 - First determine sign type: flush (wall mounted), projecting or awning.
 - Pedestrian-oriented in size and shape.
 - Simple and bold, designed with old-style lettering with colors in keeping with the general historic theme.
 - Located below the overhang wherever façade canopies or marquees are used.
 - Use symbolic and historic three-dimensional signs such as barber shop poles, if possible.
 - Consolidate signs whenever possible. Consider a directory where more than one business is located in a single building.
 - Freestanding signs: located in landscaped areas and placed so as not to duplicate size and location of similar signs in the immediate area.
 - Lighting is integrated into the sign design.

- Color & Tone** – Colors and tones should be consistent and compliment those already established. The goal is to achieve a complimentary blend of background colors combined with selected and limited use of primary and focal colors.
 - Use colors in tasteful harmony.
 - Avoid jarring contrasts.
 - Use soft tones on large expanses which are compatible with neighboring colors.
 - Reserve sharper colors for accent.
 - Leave natural masonry colors unpainted where feasible.
 - Use muted colors rather than strong, bright colors.

- Construction Material** – Emphasize traditional construction materials and techniques.
 - Historically correct building and construction methods and applications. Restore the original appearance whenever possible.
 - Incorporate the use of material combinations that presently exist within the building and/or area.
 - Use historic milling and production processes so these traditional materials will not lose their authenticity.
 - Utilize traditional construction materials such as bricks and mortar, wood clapboard or shingles, concrete, local rock and fieldstone, wood sash and doors, cast iron columns and pediments, galvanized sheet metal, and log cabin construction.
 - Avoid non-historic materials such as large expanses of glass and shiny milled metals.

- Lighting** – Provide functional lighting that is in harmony with surrounding lighting and does not attract unnecessary attention to any one feature or building.
 - Use indirect lighting whenever possible. Hide the light source from direct view.
 - Use traditional materials in fixtures: baked enamel or porcelain and oxidized copper or cast iron.
 - Use anodized aluminum, steel or wood for light standards.
 - Use lighting to provide dramatic visual effects and charm.

- Provide street lighting as a primary light source.
- Fixtures should be simple in form.
- Keep individual building lights secondary. The lighting of individual buildings should not detract from the primary lighting system which provides street and walkway illumination.
- Avoid producing lighting chaos and energy waste.

- Texture** – Emphasize, contrast or conform with the textures existing within the neighboring area.
 - Use rough textures to project a “rustic” or frontier image. Use smooth textures to communicate detail and refinement.
 - Use smooth textures as backgrounds for more contrasting detail.
 - Use repetition of textures to produce a strong and subtle cohesiveness among structures of the period.
 - Use textures to link a structure to its surroundings.
 - Avoid use of fine-textured materials that dominate the design.
 - Avoid use of shiny materials such as steel and aluminum and large plate glass windows.

- Building Height** – Relate the height of the structure to the height of the surrounding structures.
 - Vary building heights to enhance visual impact, but maintain harmonious building relationships by incorporating compatible building heights with existing building heights.

- Building Proportions** – Building proportions should be in harmony with one another.
 - Maintain relationships with surrounding building proportions.
 - Break up larger building masses into smaller units of scale.

- Building Projections** – Feature architectural projections where appropriate similar to that which currently exist. Respect and incorporate existing patterns of detailed design features into new or improved structures.
 - Avoid flat and monotonous facades.
 - Incorporate compatible architectural projections where none exist.

- Roofs** – Maintain harmony of roof and parapet forms.
 - Maintain general consistency in roof pitch and shape. Avoid introducing dramatically new and different parapet designs and radical changes in roof pitch or shape. Encourage gabled, hip and flat roofs, or of other types of roofs with historic precedence.
 - Maintain general consistency in architectural treatment of parapets. Do not overemphasize a contrast in either feature which could destroy the harmony of architectural styles.
 - Use roof materials that were typical of the historic era and area.
 - Paint roof framing and flashing to match the roofing materials.

- Building Canopies** – Provide building canopies in scale with the building and which provide continuity between nearby canopies.
 - Use a single-story canopy along major street frontages.
 - Provide continuity between adjacent canopies in their height and bulk.
 - Inset canopy supports from curb a sufficient distance to prevent damage from automobile bumpers.
 - Make canopy materials consistent with those set forth under the *Design Theme Preference* section.

- Architectural Details** – Use architectural details to enhance the overall effect of historic Truckee architectural forms based on construction techniques and materials common to the later 1880s through the early 1900s.

- Use brick, wood siding or plaster over wood, concrete, or stone for building exteriors.
 - Use wood sash effect windows and door detailing with small-paned glass windows set in lead or wood-look mullions.
 - Use wood doorway detailing with timber or wood lintels.
 - Use wood, stone or metal corbels.
- Windows** – Identify, retain and preserve the functional and decorative features of windows as an important factor in the overall historic character of buildings.
- Use traditional materials and applications.
 - Utilize historic milling and construction processes and the use of original materials if possible.
 - Avoid large expanses of glass where they have not existed as part of the original building design.
 - Replace the original historic design of a structure and use original materials if possible.
 - Use wood-look sash windows and door details. Use grids to achieve the look of small-paned glass windows where appropriate.
 - Blend exterior window frame finish with building and trim colors.
 - Incorporate such features as frames, sash mullions, muntins, glazing, sills, heads, hood molds, paneled or decorated jambs and moldings, and interior and exterior shutters and blinds.
 - Avoid removing or changing important, defining window design which change the overall historic character of the building.
- Landscaping** – Use hardy plant materials to accent buildings, pedestrian areas and parking facilities, and to provide shade. Plants should either accent a feature or be a mini-green belt in the historic area.
- Use plant varieties that will survive in cold weather and under snow loads.
 - Plant trees adjacent to parking areas.
 - Use plants to separate parking areas from buildings, walkways and rights-of-way.
 - Plant trees and shrubs in pedestrian areas and in recessed sidewalk planting spaces.
 - Plant herbaceous shrubs, annuals and native plants in planter boxes that are framed in natural wood or stone.
 - Incorporate existing native landscaping into the final landscape.
 - Plant a balanced ratio of evergreen and deciduous plants.
 - Use the placement of plant materials to establish a balanced relationship to buildings on and off-site. Height and mass should not overpower nor be understated.
- Fencing** – Compliment instead of detract from historic buildings and sites. Relate the design of fencing, gates, retaining walls and similar features to building architecture and site topography.
- Incorporate a proportional balance between buildings and fencing.
 - Use historic materials including natural rock, slumpstone, textured block, brick, wood, railroad ties, log, barnwood, wrought iron and cast iron.
 - Fencing color should accent or blend with buildings on the site. Appropriate fence styles: lattice, picket, balustrade, post and rail, split rail, grapestake, tongue and groove, and shingle.
 - Screen all exterior trash and storage enclosures from view incorporating a design compatible with the architecture of the main building and a similar palette of colors and materials.
 - Fencing texture, height and visibility should help define the historic character of the site.
 - Avoid non-historic metals, including chain-link, hardware cloth, barbed wire, glass, and acrylics.

Applicant Signature: _____
I certify that I have completed and have included all material checked above in the attached application submittal.