

MISSION

The Mission of the Design Review process is to ensure a consistent standard of design across the Presidio and ensure that each project, whether large or small, makes a successful contribution to the greater whole. Design review takes a “big picture” view of the Presidio’s built environment and evaluates each project for its level of appropriateness within the Presidio’s unique setting. The Design Review processes applies a consistent design vocabulary to new construction, site furnishings, lighting and signage. The process will seek to standardize project designs to ensure that all landscape and building features reflect the same design sensibility.

To achieve these objectives, the Design Review process will provide:

- Review and approval for projects designed and initiated by tenants and third parties;
- Review and approval for projects initiated by the Presidio Trust; and
- Design assistance and services to Presidio Trust staff involved with developing projects.

CRITERIA FOR DESIGN REVIEW

Design Review will be coordinated for all projects that are visible from the public realm as well as major building interior improvements. Because Presidio buildings and landscapes are managed and maintained by a variety of Trust divisions, individual projects are often developed in isolation. In addition, tenant-driven projects are typically designed by private sector architects and landscape designers who may lack an understanding of the Presidio’s character. To ensure that all projects contribute to an attractive and seamless whole when constructed, the Design Review process will provide a consistent review and evaluation that is based on the following criteria:

- Aesthetic merit
- Design appropriateness
- Functionality/maintainability
- Environmentally sustainability
- Cost effectiveness
- Consistency with adopted design guidelines

DESIGN REVIEW PROCESS

Projects subject to Design Review shall be submitted to the Design Review Administrator in a standardized format. The Design Review Administrator shall forward the information to the appropriate Design Review Committee (DRC) members. The DRC is comprised of the following Presidio Trust staff members:

- Chair
- Vice Chair
- DRC Administrator
- Architect / Historic Architect
- Landscape Architect / Historic Landscape Architect
- Urban Designer
- N² Administrator (responsible for National Environmental Protection Act and National Historic Preservation Act compliance)

Based on the nature of the project, the Design Review Administrator will forward project materials to the DRC members with the appropriate design expertise for review and comment. The DRC meets every 2nd and 4th Thursday of the month to review projects, hold a discussion, and consider approval. Based on the projects on the agenda, the Design Review Administrator will invite selected DRC members, peer

reviewers, and/or other Trust representatives who have specialized knowledge related to the type of project being reviewed to attend.

PROJECT INITIATION AND SUBMITTAL REQUIREMENTS

A Project Manager/TDR must initiate the design review process as part of the collective Planning Review submittal process (N², DRC and Permitting), by submitting the following materials to planningreview@presidiotrust.gov:

- **Planning Review Submittal Form**
Must be completed for ALL submittals. Please provide project proponent contact information, description of your project scope (i.e., new sign, new landscaping, or building addition, etc.), and any additional information that would help the DRC Administrator determine the level of design review required.
- **Plans/Graphics**. Project plans and/or graphics, such as design drawings, maps, site plans, photographs, cut sheets and/or other graphics, as necessary.

The DRC Administrator will review the initial submittal to determine the appropriate level of design review and provide the appropriate submittal checklists and/or additional submittal requirements. The three possible levels of review include:

- **Scoping** is provided when the project proponent is seeking guidance on utilizing Trust standards and design direction.
- **Administrative Review** is conducted for signage, landscaping, and minor modifications to existing structures. Project will be circulated by email to DRC members and/or specialized peer reviewers who have specialized knowledge related to the type of project being reviewed.
- **Full Review** is conducted for major modifications to existing structures, major utility/roadway infrastructural changes, and/or designs that deviate from Trust standards. Project/Manager or TDR will present the project at the DRC meeting with DRC members and/or specialized peer reviewers who have specialized knowledge related to the type of project being reviewed in attendance.

Specific submittal requirements have been developed for:

Administrative Design Review:

- Schematic Design Review (see *Schematic Design Submittal Requirements*)

Major Design Review:

- Schematic Design Review (see *Schematic Design Submittal Requirements*)
- Design Development Review (see *Design Development Submittal Requirements*)
- Construction Documents Review (see *Construction Documents Submittal Requirements*)

DESIGN REVIEW DETERMINATIONS

The DRC Administrator will provide a written determination within 5 business days following the DRC meeting. Possible determinations are:

- Approval;
- Approval with conditions; and
- Comments without approval that provide direction for resubmittal.

If the DRC does not approve the project as submitted, the DRC Administrator will summarize the DRC comments and suggested changes necessary to obtain approval. Complex projects may require an additional meeting with the project proponent to review the summary of comments. Upon receiving a

project resubmittal that includes revised plans from the project proponent, the DRC Administrator will review the resubmittal to confirm that the DRC comments have been addressed. The DRC Administrator may request additional information or schedule additional meetings as necessary to achieve project approval.

APPEAL PROCESS

If the project proponent disagrees with the recommendations of the DRC, the design elements in question will be reviewed by the Chief of Park Development and Visitor Engagement and the Director of Planning & Compliance. The Chief and Director will submit a recommendation to the Chief Executive Officer, who will then issue a final determination.

DESIGN REVIEW AS A CONDITION OF N² APPROVAL

N² (NEPA/NHPA) may require design review as a condition of approval for certain projects with design elements. The DRC Administrator is responsible for reporting a project's design review approval status to N².

The project proponent must obtain all written approvals that have been determined necessary for the project (N2, Design Review, and/or Permitting) before commencement of work.

For questions, please contact:

Planning Review

The Presidio Trust - Planning Department

Email: planningreview@presidiotrust.gov