

Other Types of Review

Administrative Review

Staff may review certain projects administratively. These types of projects are small in scope and can range from installation of standard street furnishings to modifications of a previously approved project. Installation of a single plaque, bench, bicycle racks and signage; and replacement of existing street and park furnishings; ADA improvements reviewed by the Mayor's Office of Disability or the Department of Public Works Disability Access Coordinator can usually be reviewed administratively while a series of plaques or a streetscape will generally need to be presented to the Civic Design Review Committee. The Civic Design Review Program Director will make a determination at the time of the request in consultation with the Civic Design Review Committee Chair or designee. If the project is reviewed administratively, staff shall consider color, scale and style compatibility, ADA issues (and consult with the Mayor's Office of Disability as appropriate).

A \$750 fee will be charged for administrative review. Based on the project complexity, the fee may be reduced or waived. The Program Director will provide a verbal report on all administrative reviews to the Civic Design Review Committee and issue an approval letter to the project sponsor. To request an Administrative Review, contact the Program Director, briefly describe the project, and provide images or drawings of the existing condition and the modification.

Small Project Review

Many small projects are eligible to have a modified review process. This review process will combine the review of one or two phases into one meeting. Examples of projects that may be eligible for a modified review process include minor renovation projects, projects that only have open space components (no building component) such as playground equipment, park/street furnishings (benches, tables, light fixtures, fixed planters), entrance improvements, and pathway improvements (if part of a larger project).

Before requesting a Small Project Review, please speak with the Civic Design Review Program Director to determine if this is an appropriate approach and to determine the timeline for the design review. The Program Director will confer with the Chair or designated Commissioner regarding appropriateness for a Small Project Review. The fee for Small Project Review is \$6,400.

If a project is granted a Small Project Review, the CDR Committee can require a project to return for additional review if the project is not approved.

Exempt Projects

The following projects are exempt from Civic Design Review:

- Temporary projects and structures placed on public property with duration of up to two years (temporary art projects are reviewed by the Visual Arts Committee of the SFAC)
- Infrastructure and utility upgrades including but not limited to stormwater/drainage improvements, marina dock repairs, roof and building envelope repairs, fencing repairs, irrigation upgrades, electrical and gas improvements, phone and data installations, security upgrades, re-paving of roads/parking lots/pathways)
- Interior and/or subterranean improvements
- Playfields, sports courts and park trails renewals
- Small utility enclosures (boxes, cages to provide secure protective coverings for items like backflow preventers and utility meters) that are not part of a larger project
- “In-Kind” repairs and replacements that are routine and/or deferred maintenance items
- Emergency work to address life safety issues, vandalism, disaster responses (such as tree failures, acts of god and other similar urgent matters)