

## [Section 19.12.010 – 19.12.020 – No Change]

### 19.12.030 Approval Authority

Table 19.12.030 shows the approval authority, Noticing Radius, Expiration Date and Extension Dates for different types of Permits.

**Table 19.12.030: Approval Authority**

<u>Type of Permit or Decision</u> <u>A, B</u>	<u>Administrative Review</u>	<u>Design Review Committee</u>	<u>Planning Commission</u>	<u>City Council</u>	<u>Public Hearing/ Public Meeting/ Comment Period</u> <sup>C</sup>	<u>Noticing/ Noticing Radius</u> <sup>D</sup>	<u>Posted Site Notice</u>	<u>Expiration Date</u> <sup>E</sup>	<u>Chapter/ Findings</u>
General Plan Amendment									
Major <sup>F</sup>	-	-	R	F	PH	CA. Govt. Code 65350-65362	Yes	-	CA. Govt. Code 65350- 65362
Minor <sup>G</sup>	-	-	R	F	PH		Yes	-	
Zoning Map Amendments									
Major <sup>F</sup>	-	-	R	F	PH	CA. Govt. Code 65853 - 65856	Yes	-	19.152.020
Minor <sup>G</sup>	-	-	R	F	PH		Yes	-	
<u>Single Story Overlay District</u>	<u>-</u>	<u>-</u>	<u>R</u>	<u>F</u>	<u>PH</u>		<u>Yes</u>	-	
Zoning Text Amendments	-	-	R	F	PH	CA. Govt. Code 65853 - 65856	-	-	19.152.030
Specific Plans	-	-	R	F	PH	CA. Govt. Code 65350-65362	-	-	20.04.030
Development Agreements	-	-	R	F	PH	CA. Govt. Code 65867	Yes	-	19.144.120
Development Permits									
Major <sup>F, H</sup>	-	-	F/R	A <sup>1</sup> /F	PM	19.12.110/ 300'	Yes	2 years	19.156.050
Minor <sup>G</sup>	F	-	A <sup>1</sup>	A <sup>2</sup>	PM		Yes	2 years	
Conditional Use Permits									
Major <sup>F, H, I</sup>	F	-	A <sup>1</sup> /F/R	A <sup>1</sup> /A <sup>2</sup> /F	PH	CA. Govt. Code 65905	Yes	2 years	19.156.050
Minor <sup>G, I</sup>	F	-	A <sup>1</sup> /F/R	A <sup>1</sup> /A <sup>2</sup> /F	PH		Yes	2 years	

<u>Type of Permit or Decision</u> A, B	<u>Administrative Review</u>	<u>Design Review Committee</u>	<u>Planning Commission</u>	<u>City Council</u>	<u>Public Hearing/ Public Meeting/ Comment Period</u> C	<u>Noticing/ Noticing Radius</u> D	<u>Posted Site Notice</u>	<u>Expiration Date</u> E	<u>Chapter/ Findings</u>
Temporary	F	-	A <sup>1</sup>	A <sup>2</sup>	-	None	No	1 year	None 19.160.030
Density Bonus (Residential)			R	F	Based on concurrent application				19.52
Adult-Oriented Commercial Activity (CUP)		-	R	F	PH	CA. Govt. Code 65905/ 300'	Yes	2 years	19.128.030 & 19.128.040
Architectural and Site Approval									
Major J	F	-	A <sup>1</sup>	A <sup>2</sup>	PM	19.12.110/ Adjacent	Yes	2 years	19.168.030
Minor K	F	-	A <sup>1</sup>	A <sup>2</sup>	PM		Yes	2 years	
Amendment									
Major E, H	-	-	F	A <sup>1</sup>	PM/PH	19.12.110/ 300'	Yes	2 years	19.44, 19.156, 19.164
Minor G	F	-	A <sup>1</sup>	A <sup>2</sup>	PM/PH		Yes	2 years	
Minor Modification	F	-	A <sup>1</sup>	A <sup>2</sup>	-	None	No	2 years	19.164
Hillside Exception/ Height Exception / Heart of the City Exception I	-	-	F	A <sup>1</sup>	PH	19.12.110/ 300'	Yes	2 years	19.40.080, 19.24.070, 19.136.090
Variance	F	-	A <sup>1</sup>	A <sup>2</sup>	PH	CA. Govt. Code 65905	Yes	2 years	19.156.060
Status of non-conforming Use	-	-	F	A <sup>1</sup>	PH	19.12.110/ 300'	Yes	-	19.140.110
Wireless Antennas I	F	-	F/ A <sup>1</sup>	A <sup>2</sup>	Varies I	Depends on application type	Yes	2 years	19.136.090
Signs									
Permits	F	-	A <sup>1</sup>	A <sup>2</sup>	-	None	No	1 year	19.104
Neon, Reader board & Freeway Oriented Signs I	-	F	F	A <sup>1</sup> L	PM	19.12.110/ 300'	No	1 year	19.104

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Programs	F	-	A <sup>1</sup>	A <sup>2</sup>	-	None	No	1 year	19.104
Exceptions <sup>I</sup>	-	F	-	A <sup>1L</sup>	PM	19.12.110/ Adjacent	Yes	1 year	19.104.290
Parking Exceptions <sup>I</sup>	F	F	A <sup>1</sup>	A <sup>1L</sup> /A <sup>2</sup>	Varies <sup>M</sup>	19.12.110/ Adjacent/ 300' <sup>N</sup>	Yes	1 year	19.124.050
Fence Exceptions	-	F	-	A <sup>1L</sup>	PM	19.12.110/ Adjacent	Yes	1 year	19.48.060
Front Yard Interpretation	F	-	A <sup>1</sup>	A <sup>2</sup>	PM	19.12.110/ Adjacent	Yes	1 year	19.08
R1 Ordinance Permits									
Two-story <sup>I</sup>	F	F	F/A <sup>1</sup>	A <sup>1L</sup> /A <sup>2</sup>	Varies <sup>I</sup>	19.12.110/ Adjacent	Yes	1 year	19.28.140
Minor Residential	F	-	A <sup>1</sup>	A <sup>2</sup>	CP		No	1 year	
Exceptions <sup>I</sup>	-	F	-	A <sup>1L</sup>	PM		Yes	1 year	
Protected Trees									
Tree Removal	F	-	A <sup>1</sup>	A <sup>2</sup>	CP	Adjacent/ Depending on type of application	Yes	1 year	14.18.180
Heritage Tree Designation & Removal	-	-	F	A <sup>1</sup>	PM	19.12.110/ 300'	Yes	-	14.18
Tree Management Plan	F	-	A <sup>1</sup>	A <sup>2</sup>	-	None	No	-	14.18
Retroactive Tree Removal	F	-	A <sup>1</sup>	A <sup>2</sup>	-	None	No	-	14.18
Reasonable Accommodation	F	-	A <sup>1</sup>	A <sup>2</sup>	-	None	No	1 year	19.52.050
Extensions <sup>O</sup>									
Parking, Fence & Sign Exceptions & Front Yard Interpretations	F	-	A <sup>1</sup>	A <sup>2</sup>	-	None	No	1 year	

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Neon, Reader board & Freeway Oriented Signs	F		A <sup>1</sup>	A <sup>2</sup>	-	None	No	1 year	
Two Story Permits, Minor Residential Permits and Exceptions	F		A <sup>1</sup>	A <sup>2</sup>	-	None	No	1 year	
Tree Removals	F	-	A <sup>1</sup>	A <sup>2</sup>	-	-	No	1 year	
All other projects	F	-	A <sup>1</sup>	A <sup>2</sup>	-	19.12.110/ None	No	2 years	

**Key:**

R—Review and recommendation body	F — Final decision-making body unless appealed	A <sup>1</sup> — Appeal Body on first appeal
A <sup>2</sup> — Appeal body on second appeal	PH – Public Hearing	PM – Public Meeting
CP – Comment Period		

**Notes:**

- A. Permits can be processed concurrently with other applications, at the discretion of the Director of Community Development.
- B. Projects with combined applications shall be processed at the highest level of approval in conformance with Section 19.04.090.
- C. Public Hearing: Projects types that need noticing pursuant to the CA Government Code; Public Meeting: Project types that need only a mailed notice and no newspaper notices; Comment Period: Project types that need only a mailed notice and do not need a public hearing or public meeting.
- D. Noticing Radius of an application in a combined application shall correspond to the maximum noticing radius required for any one of the applications.
- E. Expiration date of an application in a combined application shall correspond to the maximum expiration date allowed for any one of the development applications (not including Subdivision Map Act applications, General Plan Amendments and Zoning Map or Text Amendments.)

- F. Major General Plan Amendment, Conditional Use Permit, Development Permit application - for more than ten thousand square feet of commercial and/or industrial and/or office and/or other non-residential use, or greater than six residential units
- G. Minor General Plan Amendment, Conditional Use Permit, Development Permit application - for ten thousand square feet or less of commercial and/or industrial and/or office and/or other non-residential use, or six or less residential units.
- H. City Council review for applications with new development greater than fifty thousand square feet of commercial, and/or greater than one hundred thousand square feet of industrial and/or office and/or other non-residential use, and/or greater than fifty residential units.  
Planning Commission review for all other applications.
- I. Please see specific zoning district regulations or chapters in this title that apply to the subject property or project for approval authority.
- J. Major Architectural and Site Approval application - architectural and site approval for all projects that are not a Minor Architectural and Site Approval application.
- K. Minor Architectural and Site Approval application - single family home in a planned development zoning district, minor building architectural modifications, landscaping, signs and lighting for new development, redevelopment or modification in such zones where review is required and minor modifications of duplex and multi-family buildings.
- L. Appeals of Design Review Committee decisions shall be heard by the City Council.
- M. Parking Exceptions approved by the Director of Community Development need a comment period.  
Parking Exceptions approved by the Design Review Committee need a public meeting.
- N. Parking Exceptions in Single-family residential (R1) zones and Duplex (R2) zones need adjacent noticing.  
All other Parking Exceptions need notices within three hundred feet of the exterior boundary of the subject property.
- O. Application must be filed prior to expiration date of permit. Permit is extended until decision of the Approval Body on the extension.

**[Section 19.12.040 – 19.20.070 – No Change]**

### 19.12.080 Application Process

The following provisions outline the requirements for the filing of applications for permits, entitlements, amendments, and approvals. Unless otherwise specified in this title, all applications for permits, entitlements, amendments and approvals required by this title shall be filed in compliance with this section.

Applications for permits, permit modifications, amendments and other matters pertaining to this Chapter shall be filed with the Director of Community Development with the following:

- A. An application for permit may be made by the owner of record, his or her agent, lessee(s) of property, or person(s) who have contracted to purchase or lease property contingent upon their ability to acquire the necessary permit under this title and who have written authorization from the property owner to make an application.
  - B. Application shall be made on a form provided by the City, and shall contain the following, unless waived by the Director of Community Development based on the scope of the proposed project:
    1. A complete legal description of the subject property and map showing the location of the property for which the permit is sought;
    2. A preliminary title report of the subject property;
    3. The proposed site development plan indicating: the location of all buildings and structures; the location and types of land uses; paved areas, such as roadways, driveways and walkways; and general landscaping scheme;
    4. Architectural drawings of the proposed development, building additions or other structures. Drawings shall indicate building height, colors, materials, window treatment and other architectural features;
    5. Maps showing the locations of buildings;
    6. Renderings showing building heights and square footages;
    7. Maps showing the precise location of roads, streets, alleys and access points;
    8. A traffic analysis, if required;
    9. A construction plan;
    10. Any property/development with a Homeowner's Association (HOA) or Architectural Review Board (ARB) shall provide a letter of approval from said HOA Board or ARB;
    11. The Director of Community Development may reasonably require additional information which is pertinent and essential to the application;
    12. Zoning Map or Text Amendments shall also include information required per Chapter 19.152.
- ~~a. Zoning applications for Planned Development Zoning Districts shall also include information required per Section 19.80.040;~~

- a. Zoning applications for establishment or removal of a Single-Story Overlay District in Single Family (R1) zoning districts (Single-Story Overlay District Applications) shall also include information required per Section 19.28.050(B);
- b. Zoning applications for Multi-Family (R3) Residential shall also include information required per Section 19.36.040; ~~and~~
- c. Zoning applications for Residential Single-family Cluster (R1C) initiated by a property owner, or his or her designee, shall also include items identified in Section 19.44.050(H); ~~and-~~
- d. Zoning applications for Planned Development Zoning Districts shall also include information required per Section 19.80.040.;
- 13. Planned Development Permit and Development Permit applications shall also include information required per Section 19.156.010:
- 14. Conditional Use Permits and Variances shall also include information required per Section 19.156.020.
- 15. Density Bonus Permit applications shall also include information required per Section 19.56.060.
- 16. Conversion of Apartment Projects to Common Interest Developments applications shall also include information required per Section 19.116.050; ~~and-~~
- 17. Sign Permit Applications should also include information required per Section 19.104.040.
- C. Application shall be accompanied by the fee prescribed by City Council resolution, no part of which shall be returnable to the applicant.
- D. The Approval Authority is granted the authority to make the decision to grant, deny, or impose conditions or restrictions on a permit or other action on a permit as well as to conduct and make any decisions necessary for environmental review under the California Environmental Quality Act.

#### 19.12.090 Action by Director.

Upon receipt of an application for a permit, the Director of Community Development shall:

- A. Within thirty days determine whether the application is complete or needs additional information and shall inform the applicant.
- B. Mail ballots to the property owners of record of the properties affected by a Single-Story Overlay District Application. The ballot shall, in addition to information related to the proposal, include the following information:
  - 1. District Map pursuant to Section 19.28.050(B)(1);
  - 2. Statement indicating that each developable lot of record shall have one (1) vote; and
  - 3. A date, forty-five (45) calendar days from the date of mailing of the ballot, on which a completed ballot must be postmarked or received by the City in order to be accepted.

~~B-C.~~ Not later than a period stipulated in Section 19.12.100, Decision, below:

1. Set a date for a public hearing or public meeting upon the matter at a regular or special meeting of the approval authority for the project for applications that require a public hearing or public meeting, except that Single-Story Overlay District Applications shall be scheduled for a public hearing, only if the result of the mailed ballot, pursuant to 19.12.090(B) above, indicates support of more than sixty-six and two-thirds (66 2/3) percent by the property owners within the proposed or existing Single-Story Overlay District; or
2. Send notice in accord with the requirements of 19.12.110(D) for applications that do not need a public hearing or public meeting.

## [Section 19.12.100 – No Change]

### 19.12.110 Noticing.

- A. Notice of Public Hearing: Noticing shall be provided in the following manner for applications that need a public hearing:
  1. Notice of hearing shall be given by publication once in a local newspaper of general circulation not less than ten days prior to the date of the hearing as provided in Section 65090 of the California Government Code;
  2. The City shall mail written notice by first class mail to:
    - a. Each owner of record of real property within the noticing radius per Section 19.12.030 of the exterior boundary of the property for which the application is made as the owner of record is shown in the last tax assessment roll pursuant to Section 65091 of the California Government Code;
    - b. Owner(s) of subject site or his or her authorized agent
    - c. Project applicant(s)
    - d. Local agencies expected to provide water, sewage, streets, roads, schools or other essential facilities or services to the proposed project;
    - e. Any individual or entity that has filed a written request with the City Clerk requesting notification of public hearings
  3. If the number of owners to whom notice would be mailed or delivered pursuant to subsection A2 above is greater than one thousand, in lieu of mailed or delivered notice, the Director may provide published notice as provided in Government Code Section 65091(3).
  4. The notice shall contain the following:
    - a. The exact address of the property, if known, or the location of the property, if the exact address is not known;
    - b. The date on which action on the application will be taken;
    - c. A brief description, the content of which shall be in the sole discretion of the City, of the proposed project;
    - d. Reference to the application on file for particulars;

- e. A statement that any interested person, or agent thereof, may contact the city for additional information and/or plans.

Typographical and/or publishing errors shall not invalidate the notice nor any City action related to the notice.

B. Notice of Public Hearing for Zoning Text Amendments:

1. For amendments to zoning regulations: Notice of such hearing (publication) shall be given in the manner prescribed in Section 19.12.110 A(1) of this chapter.
2. For amendments to permitted uses of real property: Notice (mailing or publication) shall be given pursuant to Sections 19.12.110 A(2) or A(3), as the case may be.

C. Notice of Public Meeting: For projects requiring notice of a public meeting, notice shall be mailed in accord with 19.12.110A(2) or A(3), as the case may be, at least ten days prior to the date of the meeting date.

D. Notice of Comment Period: For projects requiring notice of a comment period, notice shall be mailed in accord with 19.12.110A(2) and A(5), fourteen calendar days prior to the date of action on the application.

1. For permits issued pursuant to Chapter 19.28, Single Family Residential, the mailed notice shall include a copy of the site plan and elevation plans of the proposed project.
2. For permits issued pursuant to Chapter 14.18, Protected Trees, the mailed notice shall include a copy of the site plan and tree replacement/mitigation plan.

E. The City may also give notice of public hearings/public meetings in any other manner it deems necessary or desirable. If the Director of Community Development believes the project may have impacts beyond the range of the mailed notice, particularly on nearby residential areas, the Director, in his or her discretion, may expand noticing beyond the stated requirements in Section 19.12.030.

Compliance with the procedures set forth in this section shall constitute a good-faith effort to provide notice, and the failure to provide notice, and the failure of any to receive notice, shall not prevent the City from proceeding with a hearing, meeting or from taking any action nor affect the validity of any action.

F. Posted Site Notice:

1. Applicants shall install notice(s) on the subject site that is/are clearly visible from the street in accord with the requirements of Table 19.12.030.
  - a. Applicants must install a public notice in the front yard of the subject site, except that for Single-Story Overlay District Applications, the notice(s) shall be installed in the closest yard at the boundary(ies) of the proposed District.
  - b. For all applications other than Two Story Permits, Residential Design Review and Tree Removal applications in R1 or R2 zones, if the subject site has more than one property line abutting a street, the applicant may be required to install more than one notice.

- c. The notice shall be a weatherproof sign, at least 2 feet tall and 3 feet wide, firmly attached to a 5 foot tall post.
2. The notice shall be placed at least 14 days prior to the decision/public hearing and shall remain in place until an action has been taken on the application and the appeal period has passed.
3. The notice shall contain the following:
  - a. The exact address of the property, if known, or the location of the property, if the address is not known;
  - b. A brief description of the proposed project, the content of which shall be at the sole discretion of the City;
  - c. City contact information for public inquiries;
  - d. A deadline for the submission of public comments;
  - e. If proposing a physical alteration to an existing building or new buildings, at least one of the following visual representations of the proposed project:
    - i. A color perspective drawing or three-dimensional (3-D) photographic simulation of the proposed project, in a size deemed appropriate by the Director of Community Development.
    - ii. For Two Story Permits and Residential Design Review applications, a color or black and white perspective drawing or three-dimensional (3-D) photographic simulation of the proposed project, at least 11 inches by 17 inches in size.
    - iii. Visual Representation is not required for applications that do not have a material change in the physical appearance of the property.

## [Section 19.12.120 – 19.20.010 – No Change]

### 19.20.020 Permits Required for Development.

Table 19.20.020–Permitted, Conditional and Excluded Uses in Agricultural and Residential Zones							
Uses	Zoning Districts						
	A	A-1	R-1	RHS	R1C	R-2	R-3
5. Two-story structures in an area designated for one-story limitation pursuant to Section <del>19.28.060(G)</del> <u>19.28.040 (I)</u> of this chapter, provided that the Planning Commission determines that the structure will not result in privacy impacts, shadowing or intrusive noise, odor, or other adverse impacts to the surrounding area;			CUP-PC				

CORRECTION

## [Section 19.24.010 – 19.28.030 – No Change]

### 19.28.040 Permits Required for Development.

Table 19.28.040 sets forth the planning permits required for development in the Single-Family Residential district.

Planning permit required prior to building permit application	Approval authority	Type of Project
A. None	Admin.	One-story project that does not require exception or variance from the requirements of this ordinance
B. Minor Residential Permit, pursuant to Chapter 19.12, Administration		1. One-story encroachment into a required rear yard setback, subject to requirements of Section 19.28.070
		2. One-story extension of an existing side yard nonconforming building wall line, subject to requirements of Section 19.28.100 in all districts except R1-a
		3. One-story project with a gable end of a roof enclosing an attic space projecting outside the building envelope , subject to requirements of Section 19.28.070 or 19.28.080
		4. New or expanded second story deck or balcony with views into neighboring residential side or rear yards in all districts except R1-a
		5. Any active or passive solar structure that requires variation from the setback or height restrictions of this chapter, provided that provided that no such structure shall infringe upon solar easements or adjoining property owners
		6. One or two-story addition or new home on a sloped single-family residential lot with development on building pads/graded areas with actual slopes equal to or greater than 20% and with total floor area ratio of all structures on the lot greater than 35%
C. Director’s Minor Modification, pursuant to Chapter 19.12, Administration		Encroachment of porch elements into the required front yard setback in the R1-a zone, subject to the requirements of Section 19.28.100.
D. Two-Story Permit, pursuant to Chapter 19.12, Administration	Two-story addition or new two-story home in all districts that do not require Residential Design Review per Section 19.28.040 (E) except in an R1-a zone.	

Planning permit required prior to building permit application	Approval authority	Type of Project
E. Residential Design Review, pursuant to Chapter 19.12, Administration	Admin. with design review	Two-story addition or new two-story home in all districts except R1-a where: 1. Second floor to first floor area ratio is greater than 66%, except any second to first floor ratio for development on building pads/graded areas with actual slopes equal to or greater than 20%; and/or 2. Where second story side yard setback(s) are less than 15 feet to any interior side property line
	DRC with design review	Two-story addition, new two-story home, and/or second story deck in the R1-a zone
F. Exception, pursuant to Chapter 19.12, Administration & Section 19.28.130, Exceptions	DRC	One or two-story project requesting an exception from Sections 19.28.070 [Development Regulations (Building)], 19.28.080 [Eichler R1-e Building Design Requirements], and/or 19.28.110 [Landscape Requirements].
G. Hillside Exception, pursuant to Chapter 19.12, Administration	PC	Development (area greater than 500 square feet) on slopes greater than 30%
H. Architectural and Site Approval, pursuant to Chapters 19.12, Administration		One or two-story addition or new home on a sloped single-family residential lot with development on building pads/graded areas with actual slopes equal to or greater than 20% and where the cut plus fill of the site exceeds 2,500 cubic yards
I. <u>Minor</u> Conditional Use Permit, pursuant to Chapters 19.12, Administration		Two-story addition or new two-story home in an R1 zoning district with an “i” suffix
J. <u>Single-Story Overlay District Application, pursuant to Chapter 19.12, Administration</u>	<u>CC</u>	<u>Establishment or removal of a Single-Story Overlay District in a Single Family Residential District (addition or removal of the “i” suffix in an R1 zoning district)</u>

PROPOSED PROCESS

#### 19.28.050 Zoning Districts Established.

A. Table 19.28.050 (A) below sets forth the zoning districts established.

Zoning Designation	Zoning Definition
R1-X	Single Family Residential District- Minimum lot area corresponds to the number (X), multiplied by 1,000 square feet
R1-Xi	Residential Single-Family Single-Story Overlay District to limit homes to one Story (not to exceed 18 feet high)- [minimum lot area corresponds to the number (X), multiplied by 1,000 square feet preceding the ‘i’ symbol]. <u>May be combined with all R1 zoning designations.</u>
R1-6e	Single Family Residential Eichler District (6,000 minimum lot area)
R1-a	Single Family Residential District with Semi-Rural Characteristics (10,000 square foot minimum lot area)

- B. Establishment or Removal of an existing Single-Story Overlay District (R1-Xi): In addition to the application requirements identified in Chapter 19.12.080, the applicant shall submit the following:
1. Map delineating proposed boundaries for the Single-Story Overlay District, or removal thereof, corresponding to natural or man-made features (including, but not limited to, streets, waterways, zoning boundaries and similar features,) which would result in the establishment of an identifiable neighborhood, that includes one (1) or more entire city block(s), or one (1) or more entire subdivision tract(s), or street face(s) opposite of one another within a block;
  2. Evidence, to the satisfaction of the City, for an establishment of a Single-Story Overlay, that a minimum of seventy-five (75) percent of the homes within the proposed Single-Story Overlay District are single-story;
  3. A written statement setting forth the reasons for the application and all facts relied upon by the applicant in support thereof;
  4. Original application petition signed, at a minimum, by sixty-six and two-thirds (66-2/3) percent of the property owners of record within the proposed or existing Single-Story District. The petition shall contain information about the proposal including, but not be limited to, the following:
    - a. Map pursuant to Section 19.28.050(B)(1)
    - b. Property Addresses
    - c. Property Owner Name(s) and Original Signature(s)
    - d. Applicant Contact Information

**[Section 19.28.060 – 19.28.140 – No Change]**