



**COMMUNITY DEVELOPMENT DEPARTMENT**

CITY HALL

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**CITY COUNCIL STAFF REPORT**

Meeting: August 2, 2016

Subject:

Authorization to create a review procedure including guidelines and related Zoning Ordinance amendment to allow for the creation of Single-Story Overlay District in Single-Family Residential (R-1) Zones and a budget amendment.

Recommended Action:

Authorize:

1. Staff to develop a process for the review and processing of requests for Single-Story Overlay Districts in Single-Family Residential (R-1) Zones (including guidelines and related Zoning Ordinance amendment); and,
2. Budget amendment for \$10,000.

Description

Creation of a review procedure and process for Single-Story Overlay Districts in Single-Family Residential (R-1) Zones including guidelines and related Zoning Ordinance Amendment.

Discussion:

After the City's recent approval of a Two-Story home on Oakview Lane, neighbors in the project vicinity have informed Staff that they intend to request that their neighborhood be re-zoned to include a Single-Story Overlay District to restrict homes to a single story.

The City does not currently have a process to create such overlay districts. Staff therefore recommends that the Council authorize the creation of a process so that both applicants and all residents in the neighborhood have the necessary information to apply for and comment on Single-Story overlays on their properties.

A number of neighboring cities, including Mountain View and Los Altos, have processes that Staff will include in their research. The work product will include:

- Guidelines and related Zoning Ordinance amendment to review Single-Story Overlay Districts in R-1 neighborhoods;
- Associated environmental review; and,
- Associated fees.

Sustainability Impact:

No impact

Fiscal Impact:

Staff is requesting a budget amendment of \$10,000 for creation of the process and related guidelines and Zoning Ordinance amendments. Costs include fees for environmental and legal consultants, and newspaper advertising to comply with noticing requirements.

As part of developing the process for reviewing Overlay Districts, Staff will propose a fee structure that is comparable to other jurisdictions, and best encapsulates the amount of resources required to evaluate and process overlay requests.

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Reviewed by: Benjamin Fu, Assistant Director of Community Development

Reviewed by: Aarti Shrivastava, Assistant City Manager

Approved for Submission by: David Brandt, City Manager

Attachments: None