



Update Preliminary Application (Pre-app) Review and Design Review Requirements for New Development

City Council Meeting
July 15, 2024

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Background - Housing Element Policy H 1.6

- Update the City Council resolutions that establish the pre-application and development review processes to eliminate the pre-application requirement for housing projects and eliminate the third-party design review requirement for housing projects that meet objective standards.
- Amend the Zoning Code to allow residential projects with up to 25 units to be approved administratively. – Done on December 4, 2023
 - Further increase in threshold would be considered by Council as part of next round of code amendments

Current Preliminary Application Review Process

Formal Pre-app

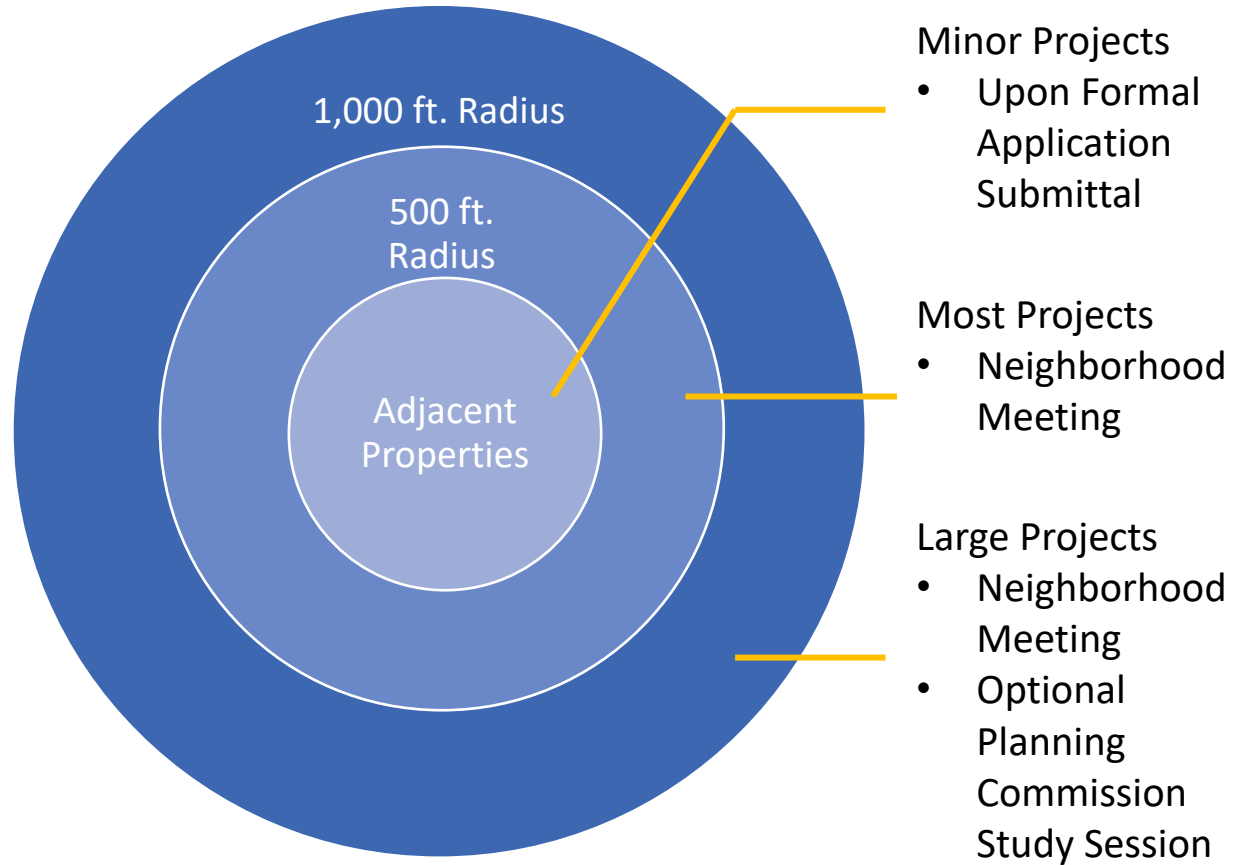
- Notice Radius: 1,000 ft.
- Neighborhood Meeting w/ Staff
- Planning Commission (PC) Study Session

Informal Pre-app

- Notice Radius: 500 ft.
- Neighborhood Meeting

Proposed Modifications

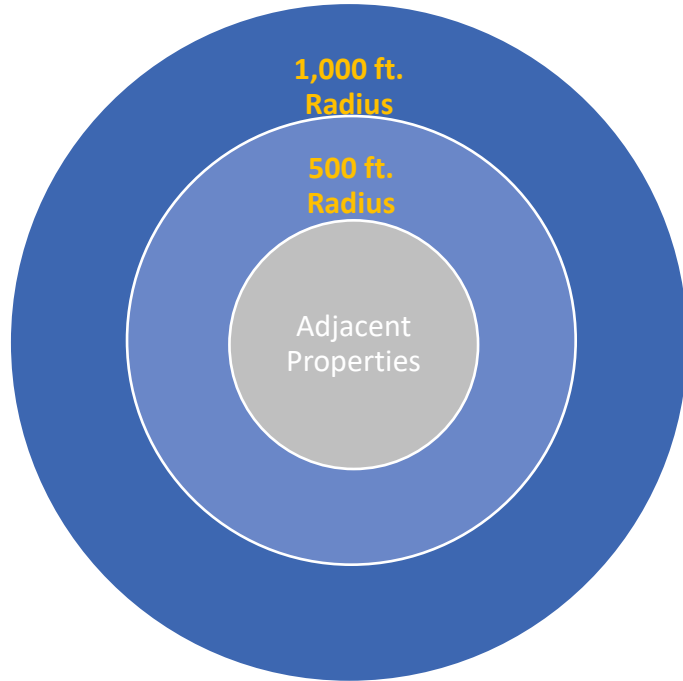
Simplify the Formal and Informal Pre-Application Process with Consolidated Framework to be Early Community Engagement Process



Project Categories

- Minor Projects
 - New one-story single-family residence;
 - Second story addition of 200 square feet of floor area or greater to a single-family residence;
 - Fence exception and fences over seven (7) feet in height; and
 - Minor projects as determined by the Zoning Administrator.
- Most Projects
 - Projects other than minor or major projects
- Major Projects
 - Projects require Planning Commission and City Council approval.

Proposed Modifications - Neighborhood Meetings



- Applicable to Projects with 500 ft and 1,000 ft Noticing Requirement
- Simplify Neighborhood Meeting Requirements
- Optional Staff Attendance
- Applicant Posts Recording of the Meeting and Shares with the City

Proposed Modifications - PC Study Sessions



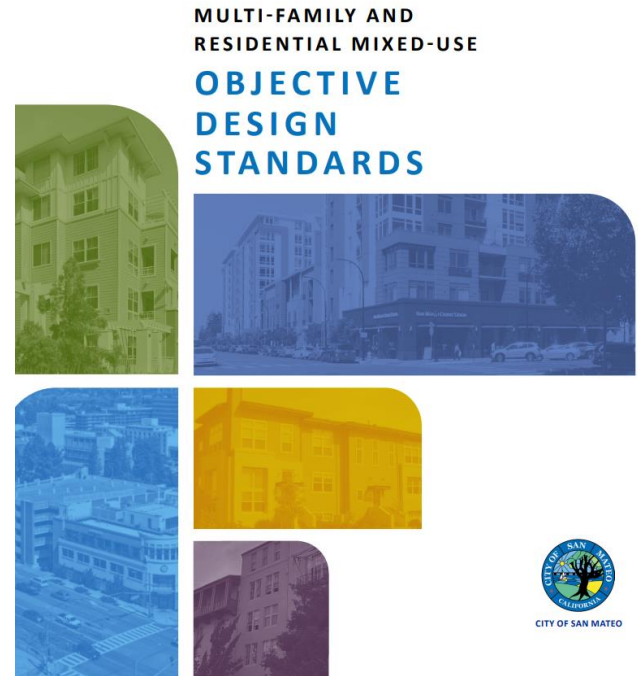
- Eliminate mandatory PC Study Session Requirement for Pre-applications
- Require PC Study Session after formal submittal for all large projects, unless deemed unnecessary by ZA.
- Optional for Objective Design Standards (ODS)-compliant projects
- Applicant can request prior to formal submittal based on conceptual level plans

Current Design Review Process - Resolution No. 67 (1996)

- Third-party Design Review Process
 - Applicability: Large Projects
 - Scope: Site Layout, Architecture, and Landscaping.
 - Timing: Either at the Pre-application phase or after formal application submission
 - Authority: Consultant shall receive the direction from staff, work with staff, and attend the public meetings.

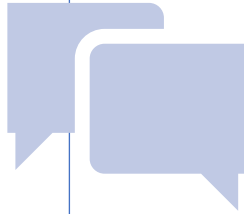
Reasons for Repealing the Design Review Resolution

- Streamline the Process / Save Time and Cost for the applicants – scoping, public meeting attendance, coordination with staff
- Availability of Design Review Consultants (RFQ in 2022 to broaden our bench, received one proposal)
- Discretion removed from Housing project reviews with ODS adoption
- Most cities do design review in house - Planning staff qualified for design review



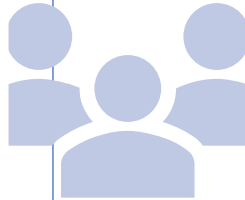
Planning Commission Recommendation to City Council

- Pre-application Modifications – Voted 5-0 to recommend approval with changes to mail noticing for neighborhood associations to be replaced with email noticing to interested parties.
- Third-party Design Review Requirements – Voted 4-1 to recommend repeal



Public Notice for Council Meeting

- Newspaper
- Three Public Facilities
- City and Department e-newsletter and social media



Next Steps

- Staff updates the Planning Application Guide and other handouts to outline procedures

Staff Recommendation to City Council

Adopt Resolutions to (1) repeal Resolution No. 69 (2020) and adopt an Early Community Engagement Process for Development Projects, including changes to a mandatory Planning Commission study session requirement and simplification of the noticing and neighborhood meeting procedures for all planning applications, and (2) repeal Resolution No. 67 (1996) Design Review Process for Certain Development Projects; and find that the policy updates are exempt from the California Environmental Quality Act pursuant to Guidelines Section 15378(b)(2).

Thank you!

Background



Purpose

- Foster awareness
- Share development w/ community
- Resolve issues
- Reduce appeals

Issues

- Add time and cost
- Not consistent with state statutes for certain housing projects

Discussion Topic

- Current noticing also includes the following recipients:
 - the areas' Homeowner Association and United Homeowners Association
 - Interested parties upon request
 - Email to subscribed lists based on interest

Does the Planning Commission want to recommend changes to broaden or reduce the notification process?

Discussion Topic

Proposed Notice To Adjacent Neighbors:

- i. New one-story single-family residence;
- ii. Second story addition of 200 square feet of floor area or greater to a single-family residence;
- iii. Fence exception and fences over seven (7) feet in height; and
- iv. Minor projects as determined by the Zoning Administrator.

Does the Planning Commission want to recommend changes to project types?