PROCESSING AND PERMIT PROCEDURES
SAMPLE ANALYSIS
SAMPLE 1

The Zoning Code stipulates the residential types permitted, permitted with a minor use permit, conditionally permitted, or prohibited in each zone allowing residential uses. Permitted Uses are those uses allowed without discretionary review except for design review, in designated areas, as long as the project complies with all development standards. Model City's Community Development Director has the authority to approve the Minor Use Permit, which allows some flexibility on the part of the City to ensure basic health and safety, and general welfare concerns are met. Conditional use permits (CUP) are approved by the Planning Commission unless appealed. Projects appealed to the City Council get priority scheduling and fees for the appeal do not exceed $150. Typical findings of a CUP include that the project is consistent with the General Plan, the use is compatible with surrounding uses, addresses basic public health and safety, and general welfare concerns. Table 1 describes the housing types by permitted uses. As identified in the sites inventory, multifamily uses in the R-3 zone are permitted subject to design review only.

TABLE 1
HOUSING TYPES PERMITTED BY ZONING DISTRICT

RESIDENTIAL USE	ZONE				
	R-1	R-2	R-3	Mixed-Use	LI-1
Single-Family*	P	P	MUP		
2-4 DU	MUP	P	P		
5+ DU		MUP	P	MUP	
Residential Care <6P	P	P	P		
Residential Care >6P	CUP	MUP	MUP	MUP	
Emergency Shelter				CUP	P
Single-Room Occupancy		CUP	P	P	
Manufactured Homes	P	P	P	P	
Mobile-Homes	P	P	P	P	
Transitional Housing **	P	P	P	P	
Farmworker Housing**	P	P	P	P	
Supportive Housing	P	P	P	P	P
2nd Unit	P	P	P		

P=Permitted MUP= Minor Use Permit CUP=Conditional Use
* Single-family is permitted with MUP in R-3 if part of high density single-family project
**Permitted as per type of housing

Permit Processing

The time required to process a project varies greatly from one project to another and is directly related to the size and complexity of the proposal and the number of actions or approvals needed to complete the process. Table 2 identifies the typical processing time most common in the entitlement process. It should be noted that each project does not necessarily have to complete each step in the process (i.e., small scale projects consistent with General Plan and zoning designations do not generally require Environmental Impact Reports (EIR), General Plan Amendments, Rezones, or Variances). Also, certain review and approval procedures may run concurrently. For example, a ministerial review for a single-family home would be processed concurrently with the design review. Since the majority of EIR are prepared in response to a General Plan Amendment request they are often processed simultaneously. The City also encourages the joint processing of related applications for a single project. As an example, a rezone petition may be reviewed in conjunction with the required site plan**,** a tentative tract map, and any necessary variances. Such procedures save time, money, and effort for both the public and private sector and could decrease the costs for the developer by as much as 30 percent.

Table 2
Timelines for Permit Procedures

Type of Approval or Permit	Typical Processing Time	Approval Body
Site Plan Review	2 - 6 weeks	City Staff
Minor Use Permit	6 - 8 weeks	Community Development Director
Conditional Use Permit	8 -16 weeks	Planning Commission
Variance	6 - 8 weeks	Planning Commission
Zone Change	12 - 24 weeks	City Council
General Plan Amendment	12 - 24 weeks	City Council
Architectural/Design Review – minor Architectural/Design Review – Major	2 - 6 weeks 6 - 12 Weeks	City Staff Design Review Board
Final Subdivision Map	6 weeks	Community Development Director
Subdivision Maps	10 -16 weeks	Planning Commission
Parcel Maps	8 -12 weeks	Community Development Director
Negative Declaration	4 - 6 weeks	Community Development Director or Planning Commission*
Environmental Impact Report	4 - 6 months	Planning Commission

Source: City Planning Department
* Depending on entitlement and significance of impact

The City works closely with developers to expedite approval procedures so as not to put any unnecessary timing constraints on development. For a typical project, an initial pre-consultation meeting with the community development department, public works, and the fire department is arranged to discuss the development proposal. Then a tentative parcel map application or a description of project must be filed with a site plan, which is first reviewed by the planning department and other agencies such as public works for consistency with City ordinances and General Plan guidelines. Concurrently, the elevations are sent to the design review staff for approval. The plan is then approved at the staff level. Depending on the complexity of the project, a single-family project is approved in 4 to 6 weeks from date of plan submission; if no variances, exceptions, or zone changes are needed. After the project is approved, the building department performs plan checks and issues building permits. Larger projects requiring minor use permits are sent to the community development director. Minor use permit hearings are publicly noticed and take place at the discretion of the community development director but no less than twice a month. Throughout construction, the building department will perform building checks to monitor the progress of the project. This process does not seem to put an undue time constraint on most developments because of the close working relationship between City staff, developers, and the decision-making body. Table 3 outlines typical approval requirments for a single-family infill project, a 30-unit subdivision, and a 50-unit multifamily project.

Multifamily projects take an average of 8 months to process, usually because of variance requests and the requirement for a minor use permit for projects over 25 units. The additional time, as well as the public hearing can pose a constraint to the development of multifamily projects. As a result, the City will include a program to analyze the number and types of variances requested by multifamily developments to see if requirements should be changed. The City is also revising parking standards for multifamily which reduce the number of multifamily projects requesting a variance.

Table 3
Typical Processing Procedures by Project Type

	Single Family Unit	Subdivision	Multifamily Units
	Site Plan	Tentative Map	Site Plan
	Deign Review	Final Map	Minor Use Permit
		Initial Study	Design Review
		Site Plan Review	Variance
		Design Review	Negative Declaration
Estimated Total Processing Time	4 weeks	6 months	8 months

Second-Unit Ordinance

On October 14, 2003, in compliance with Government Code section 65852.2, the City adopted a Second-Unit Ordinance.   This ordinance developed guidelines for residents who wish to construct a second-unit on their property. In accordance with State law, these applications are reviewed ministerially, and approved at the staff level. The ordinance set forth criteria for the application of second units including the definition of a second-unit, the maximum allowable square footage, and the development standards for these units. Since the adoption of this ordinance, the City has processed 25 building permits for second units. This is an increase of 10 units over the prior 5-year period. Therefore, these criteria do not appear to pose a constraint to the development of second units.   Criteria for second units include:

- No more than one additional dwelling unit is allowed on any one legal lot or parcel.
- Construction of the second-unit will not result in total structural lot coverage in excess of 50 percent.
- The total floor area of the second-unit can not exceed 1,000 square feet.
- Second units must conform to setback requirements of the zoning district applicable to primary residence.
- The second dwelling unit shall incorporate the same or similar architectural features as the primary residence.
- One on-site parking spot (uncovered) is required per unit.

Residential Design Guidelines

The City has adopted Residential Design Guidelines which includes specific design objectives that serve as standards by which staff evaluates residential development. Residential projects must obtain approval from the design review staff or design review committee depending on scale of project. The guidelines include objective parameters for both <u>single-family</u> and <u>multifamily projects</u> including emphasizing entryways, deemphasized garages, using appropriate window forms, varying roof styles, and emphasizing the appropriate use of trim, materials, and colors where appropriate. Multifamily projects are required to use a variety of materials and colors with architecture variations to break up continuous walls or "box-like" structures. Staff work closely with the architects to ensure designs conform with existing guidelines. While there are no cost provisions within the guidelines, the purpose of these design standards is not to be cost prohibitive but help developers during the initial design process.

However, the City does recognize that design provisions can add significant cost to a project, especially affordable housing. Therefore to better streamline the design review process, the City is in the process of adopting a single-family and a multifamily design checklist (see Program 10 in Section V of the element).

Units within designated historical districts must conform with the historical area design review guidelines which contain detailed information on types of architecture commonly found in this neighborhood. The purpose of the guidelines is to maintain the historical craftsmen style bungalow character of these neighborhoods.

Design review approval typically takes 2-6 weeks for most single-family projects; with multifamily projects taking 6-8 weeks as they require additional staff time to review elevations. Major building projects, such as large scale commercial or subdivisions over 100 units require hearings before the design review committee and can take 6-12 weeks. The committee meets once a month. The purpose of the review is to determine compliance with adopted design guidelines that are intended to enhance the appearance and value of property and the livability of neighborhoods. These design standards do not represent a constraint to development, but are simply to ensure orderly and safe development in the City.