

Item 3

# 2025 Zoning Text Amendments to reform the Design Review process

**March 6, 2025**

**Prepared By: Community Development Department**

# Overview

**The Design Review Process reform is included in a larger text amendment that also includes:**

- Administrative/Process Improvements
- Small adjustments to Standards
- Updates for State law consistency
- Clean ups for internal inconsistencies, removing obsolete references

# How we got here

- **June 28, 2024:** Council discussion on consolidating boards/commissions
- **December 18, 2024:** Council ROI to dissolve DRB and reassign its roles
- **January 28, 2025:** PC Study Session
- **February 25, 2025:** PC recommendation of text amendments

# Community Outreach

- **January 14th and 23<sup>rd</sup>:** Community Listening Sessions - Questions and feedback received regarding proposals.
- **On-line:** Summaries of the proposals have been available on the Community Development Department and Planning Division web pages.

# Upcoming Council Adoption

## **March 19<sup>th</sup>**

City Council to receive recommendation and conduct a first reading of the Ordinance.

## **April 16<sup>th</sup>**

(If approved on first reading): Second reading/adoption.



## The Proposed New Design Review Processes

# Who Will Review Projects for Design Compatibility?

## Planning Commission

- Commercial – More than 3000 sf
- New Single-family residences
- Master Sign programs as part of Project with PC review
- Multi-family: No Change from current
- Major Hillside Development Permit; CUP; Variance

## Planning Commission Chair

- Commercial –500 -3000 sf; changes to architectural style
- Residential additions –More than 500 sf or 25% (including Minor Hillside) ' 2<sup>nd</sup> floor, visible or architectural style change
- Taller monument signs (over 3')
- Front-located 2-story ADUs
- Rooftop mechanical equipment in RE, RS and AM Districts

## Community Development Director

- Commercial – up to 500 sf
- Residential additions – lower of: 500 sf or 25% (including Minor Hillside): one story, not visible to street; no architectural style change.
- Most Signs/ Master Sign Programs

# How will the PC Chair Design Review Work?

## Application

- Assigned staff planner reviews for completeness.
- Planner works with applicant to ensure Code compliance.

## Chair assigns self or Commissioner

- Delegated Commissioner acts as “Chair”
- Case Planner assigned by Director
- Planner sends materials; sets time to meet with Chair within 1-2 weeks of receiving a code-compliant submittal/resubmittal

## Chair/staff meet for Review

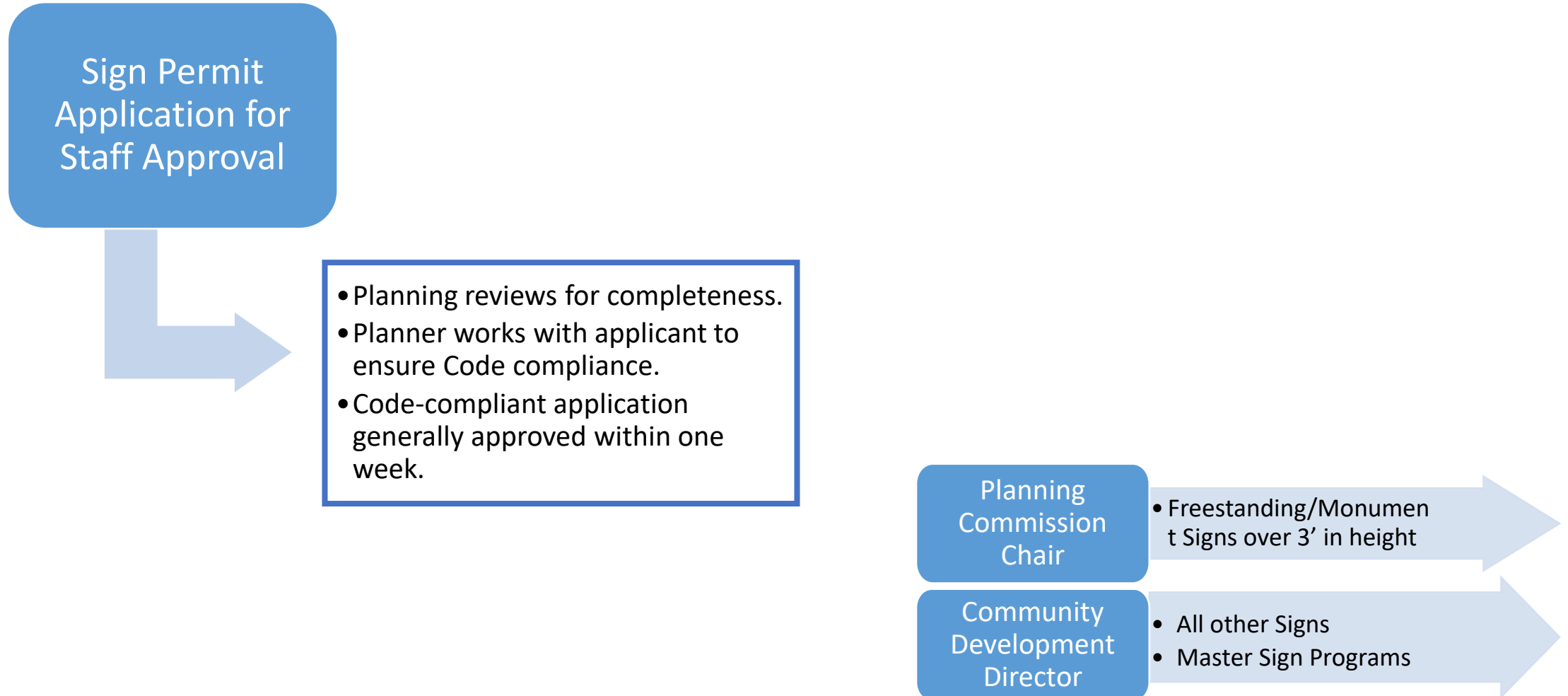
- Decision made (not a public meeting)
- Notify applicant
- If not approved, give specific guidance for changes.

## PC Chair Review Authority

- Commercial –500 -3000 sf; changes to architectural style
- Residential additions –More than 500 sf or 25% (including Minor Hillside) ‘ 2<sup>nd</sup> floor, visible or architectural style change
- Taller monument signs (over 3’)
- Front-Located 2-story ADUs
- Rooftop mechanical equipment in RE, RS and AM Districts



# How Will Sign Permits be Approved?



# What will be the Considerations for Appointing Planning Commissioners?

## **Proposed Change to SPMC 36.600.040.B (Planning Commission Composition and appointment)**

*To the greatest extent feasible, Council will appoint 5 Commissioners with the following qualifications:*

- Two state-licensed architects or retired from that status.
- Two urban planners, historic preservation professionals, urban designers, landscape architects or retired from that status.
- One with demonstrated special interest, competence, experience, or knowledge in planning, community development and/or urban design.