



# Memorandum Planning Division

March 19, 2014

To: Planning Commission  
From: Christopher Wright, Associate Planner *CAW*  
Subject: Zoning Permit Streamlining  
Copies: Jim Pechous, City Planner; James Holloway, Community  
Development Director

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## BACKGROUND

At its March 5<sup>th</sup> Study Session, the Commission commented on planning discretionary permit procedures. The Study Session was continued to this meeting.

The next phase of the Zoning Ordinance update is an overhaul of planning procedures to improve customer service and simplify the review process. The objective is to improve procedures in a manner that is more streamlined while maintaining the underlying purpose and intent of permits. The City Council has made it a priority for decisions to be made at a lower level when it would be more practical and efficient.

### *Objective of study session*

Staff requests the Commission to comment on the effectiveness and efficiency of planning procedures and offer suggestions on code and policy changes that would improve customer service. The Commission's comments, along with public input, will be used to draft an ordinance for the Commission to consider at an upcoming public hearing. Four items should be considered when the Commission evaluates current review procedures:

1. What types of requests can be reviewed at a lower level and who should act on them?
2. If decisions are made at a lower level, what is needed to ensure there is adequate oversight of those lower level decisions?
3. What requests are significant enough to warrant a longer and more costly discretionary process, in order to maintain the City's quality of life, allow greater public participation, and notification?

4. What zoning requests can be acted upon at a staff level because they are not likely to have significant public concerns, land use impacts, or effects on quality of life?

### ***Prior outreach meetings***

On March 5<sup>th</sup>, the Commission had its first study session on the project. The draft minutes are provided as Attachment 1. On February 19, 2014, a public workshop was held to get feedback on planning processes and to obtain streamlining ideas. Refer to Attachment 2 for minutes of the workshop and other written public comments received by staff to-date.

### ***When is a review process appropriate?***

There are several issues that are important to consider in determining whether a review process should be modified. The issues are:

1. *Public concerns.* The level of review should correspond with the level of public concerns that are likely for the type of permit request.
2. *Potential Impacts.* The public should be notified and have more opportunity to participate in the review process, if a project has a greater potential to have significant land use impacts or effects on quality of life on people, properties, or the environment. For example, this would apply if a project could create traffic or a parking issue, or generate a lot of noise.
3. *Level of public participation.* A discretionary process has greater opportunities for public participation than staff level review. Discretionary type requests are reviewed by the Development Management Team (DMT) and sometimes the Design Review Subcommittee (DRSC), before they are acted upon at a public hearing. DMT and DRSC meetings are open for public attendance. If more public participation and notification should be provided, then a higher level hearing is recommended.
4. *Public notification.* The public must be notified before a decision can be made on a discretionary permit at public hearing. The City may choose to notify the public before staff level decisions are made, but this is not required by State law unless a project would have substantial adverse impacts on another property. In that instance, at minimum, affected property owners must be notified.
5. *Time and cost.* The length and cost of the review process should correspond to the complexity of a project, need for public participation, and other issues identified above. A longer process requires more analysis and meeting materials to be prepared, so processing fees are usually larger. If a project is

simple and straight-forward, then the review process should be as quick and inexpensive as possible.

### ***Decision pathways***

There are several processes or “decision pathways” that can be used to review a request and reach a “decision point” as quickly as possible. A review process should be required for each zoning request that best addresses the issues above. Attachment 3 provides a summary of processes.

### ***Processing time and expenses***

Table 1 provides a comparison of the time and fees that are currently involved to process planning applications.

**Table 1 – Comparison of review time and fees**

<b>Decision making authority</b>	<b>Approx. review time</b>	<b>Range of fees</b>
Staff	1 week or less	\$12 (banner permit) to \$1,000 deposit account (preliminary project review)
New business item decision	2 weeks	0\$ (Minor Cultural Heritage Permit Zoning Administrator Waiver) to \$1,192 (Planning Commission interpretation)
Zoning Administrator	6 weeks (once the application is “complete”)*	\$0 (Minor Cultural Heritage Permit) up to \$2,089 (condo conversion of duplex)
Planning Commission	14 weeks*	\$0 (no fees for first 8 hours of Cultural Heritage Permit review) to a deposit account (fees based on staff expenses)
City Council	19 weeks*	\$327(Mills Act Agreements when denied) to a deposit account (fees based on staff expenses)

\* Council performance measure for the Planning Division. It is the amount of time between the date that an application is determined to be complete (not the date the application is submitted) and the public hearing date.

### **ANALYSIS**

Currently, the Zoning Ordinance contains procedures for 36 types of planning applications that apply to over 340 types of requests or situations that require some form of an approval process. Attachment 4 is a spreadsheet of the various applications and planning requests that require some form of approval process or materials to be submitted. There are several opportunities to make more decisions

at a lower level. Some requests are usually approved with little-to-no public comments or concerns, and no adverse impacts to surrounding properties and valued resources. The spreadsheet also identifies some early streamlining ideas to get public and Commission feedback. The feedback will greatly help staff to draft recommendations for the Commission to review at a later date. The streamlining ideas are shown in the column "Initial staff ideas (changes mentioned to get early feedback)." Edits made since the March 5<sup>th</sup> Study Session are shown in track changes (on the spreadsheet).

There are three main categories of code changes that are being considered: 1) streamlining, 2) reducing the number of applications and simplifying terms, and 3) changes to design review procedures.

### ***Streamlining changes***

A review process should be streamlined if the code requires a project to be reviewed at a greater level than what is necessary to ensure the project maintains or enhances quality of life, is compatible, is accepted by the public, and meets requirements. When a process is streamlined, it does not limit the ability for projects to be appealed or referred to a higher level, when a particular project may be submitted that is of concern.

Here is an example of a project that likely could be streamlined. The owner of a property at 144 Avenida Serra wanted to remove an unattractive roof detail from a commercial building within the Architectural Overlay District (A-Overlay). See Figure 1 below for a photograph. The project would greatly improve the appearance and architectural integrity of the building. By removing the roof element, the shed roof behind it is made more visible. This would upgrade the architectural integrity of the building (50's contemporary) and make it more consistent with the Design Guidelines for the A-Overlay.

**Figure 1 – Roof element removal at 144 Avenida Serra**



Unfortunately, if the Zoning Code is followed to the letter, it is questionable whether staff has the ability to approve this project. The project does not meet the required findings for a staff waiver, which are: the project “does not significantly alter the visual appearance and/or architectural integrity of the property or structure”, and that the project is consistent with the Secretary of Interior Standards for Historic Resources. The project would “significantly alter the visual appearance of the building”, but in a positive way that is not likely to be of great public concern. As a result, discretionary review seems unnecessary.

Staff recommends that the code provide more authority to approve incidental exterior modifications and additions. This seems to be appropriate for projects that are consistent with Design Guidelines and maintain existing architecture, improve the appearance of buildings, upgrade their architectural and historical integrity; and projects that are not expected to be of significant public concern. This may include projects such as a small addition to a triplex within 300 feet of historic structures and the addition is not visible or is highly screened. Another example is a project that restores the original sizing of a window on a historic house that was changed several years ago without City approval.

### ***Combine applications***

Several applications can be combined to simplify the Zoning Ordinance and review process. For example, a new application “Development Review” could replace: Minor Site Plan Permits, Site Plan Permits, Architectural Permits, Minor Architectural Permits, Cultural Heritage Permits, and other applications that are related to development. This change could make it easier for the public to understand terminology, forms, fee schedule, and regulations. In effect, staff may spend less time educating the public on applications and procedures. That would allow staff to focus more time on reviewing projects, which could allow for a “decision point” to be reached sooner.

### ***Design review***

The Design Review Subcommittee (DRSC) provides useful information and suggestions to applicants that, when used, often leads to improved designs. In fact, during the February 19<sup>th</sup> workshop, several architects complimented the City’s design review process. Although the DRSC process has been successful, it is not always a necessary step in the review process. This can occur when a project meets findings, is consistent with Design Guidelines, and no design changes are needed for project approval.

Currently, the Zoning Ordinance provides the City Planner a lot of discretion to waive DRSC review when a project complies with the City Design Guidelines. However, a general unwritten policy has been to only waive DRSC review for minor projects unless they require Commission or Council approval, are located within the A-Overlay, or alter historic resources or landmarks.

Recently, the City Planner waived DRSC review for an addition to the rear of a duplex located in the A-Overlay and across the street from three historic buildings. DRSC review was waived because the project met required findings and was mostly or entirely screened from the historic buildings. The Commission was concerned with the decision to waive DRSC review because the project was located in the A-Overlay. Later, the Commission approved the project, without design changes, because required findings were met. They also suggested that the City Planner notify the commission and DRSC when such waivers are allowed. The City Planner agreed to do this going forward.

This example is provided because it illustrates that there are times when the letter of the Zoning Code is in conflict with the general unwritten policy for DRSC review. To resolve this and avoid confusion, staff requests the Commission for direction on code and policy changes that would ensure DRSC review is required when it is necessary. Staff requests the Commission to comment on the following policy questions:

1. When is a project minor enough for the City Planner to waive a DRSC meeting? When is the project scope, type, or location minor enough? For example, maybe DRSC review should be waived for a project, like the one mentioned above (at 144 Avenida Serra), that is a significant change in the A-Overlay but is positive and not likely to have public concerns.
2. What types of projects must be reviewed by the DRSC to ensure findings, public concerns, Design Guidelines, General Plan policies, or other issues are sufficiently addressed before a decision is made on a project? One clear example is a new building on Avenida Del Mar in the A-Overlay. What other type of projects can be clearly identified in the Zoning Ordinance?

**Attachments:**

1. March 5<sup>th</sup> Study Session minutes
2. Public Workshop Minutes: February 19, 2014
3. Summary of decision pathways
4. Inventory of planning processes and initial staff recommendations (changes since March 5<sup>th</sup> Study Session shown in track changes format)

# ATTACHMENT 1

These minutes will be considered for approval at the Planning Commission meeting of 03-19-14

**MINUTES OF THE REGULAR STUDY SESSION  
OF THE CITY OF SAN CLEMENTE  
PLANNING COMMISSION  
March 5, 2014 @ 6:00 p.m.  
City Council Chambers  
100 Avenida Presidio  
San Clemente, CA 92672**

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Chair Darden called the Regular Study Session of the Planning Commission of the City of San Clemente to order at 6:04 p.m. in City Council Chambers, located at 100 Avenida Presidio, San Clemente, CA 92672.

## **ROLL CALL**

Commissioners Present: Wayne Eggleston, Michael Kaupp, Jim Ruehlin, and Kathleen Ward; Chair pro tem Barton Crandell, Vice Chair Donald Brown and Chair Julia Darden

Commissioners Absent: None

Staff Present: Jim Pechous, City Planner  
Christopher Wright, Associate Planner  
Eileen White, Recording Secretary

## **AGENDA**

### **A. Zoning Permit Streamlining (Wright)**

This is a request to receive comments on the effectiveness and efficiency of planning procedures and get suggestions on code and policy changes that would improve customer service. The City Council has made it a priority for decisions to be made at a lower level when it would be more practical and efficient. The next phase of the Zoning Ordinance update is an overhaul of planning procedures. The Commission's comments will be used to prepare code changes that the Planning Commission will consider at a future public hearing.

Christopher Wright, Associate Planner, narrated a PowerPoint Presentation entitled, "Study Session on Zoning Permit Streamlining, dated March 5, 2014." He explained:

1. The different type and levels of review processes (staff level and discretionary hearings);

2. Issues that are important to consider in determining whether a review process should be streamlined (public concerns, potential impacts, level of public participation, public notification, time and cost, oversight);
3. How certain processes could be formalized that allow staff to refer projects to a higher level. This would allow some projects to be streamlined that usually are not of public concern, but provide the flexibility to require a higher level of review for the occasional project that may have more issues or be of concern;
4. The idea of combining applications that are similar in order to simplify the Zoning Ordinance, forms, fees, and processes;
5. That criteria will be put in the code to clarify when a project is “minor” that can be approved at a lower level,
6. Examples of projects that could likely be streamlined

Mr. Wright then presented a “Draft Inventory of Procedures” (staff report Attachment 3). It identifies the types of projects/requests that require a review process and identifies staff’s preliminary streamlining ideas for discussion. Mr. Wright asked for the Commission and public to forward comments to him so they can be considered during the ordinance writing process.

During the ensuing discussion, the Commissioners, either individually or in agreement, provided the following commentary:

- Recommended for the update to formalize procedures that allow staff to “bump-up” projects to the next level of review.
- Suggested for staff to notify applicants early-on that their application can be bumped up if staff determines the application needs higher review.
- Commented that the level of public interest in a project be indicated as a reason why the project could be bumped up to a higher level of review.
- Requested clear and consistent guidelines for applicants/architects to follow from the onset of the project so that applicants are aware of what is allowed and that deviation from the code has potential to add a higher level of review.
- Commented that it is important to consider, when making code or policy changes, that quality of life is maintained in the City. The existing process and regulations have led to a great quality of life in the City and code changes should not diminish it. Instead, the goal should be to preserve, protect, and improve quality of life further, while providing quality customer service.
- Discussed the idea of including the staff waivers/ZA minutes under Consent Calendar items on the agenda to call more attention to these items.
- Commented that the City is lucky to have tenured and experienced Commissioners rather than constant turnover that is common in other Cities. The worst case scenario should be considered in the writing of



code. Meaning, San Clemente should not assume that the Commission or staff will always be very experienced. If staff is to be given more authority, there should be adequate oversight to ensure decisions are known and understood, so they can be “called-up” if there are concerns.

- Commented that decisions at the staff level need to be based on guidelines, not just staff’s discretion.

In response to comments/questions from the Commissioners, Mr. Wright noted the Draft Inventory of Procedures will be posted on line to give the public the opportunity for comment; noted staff is considering the potential to have Council review staff waivers to add more eyes to each document; and noted that streamlining should give staff more time to work on projects because higher level discretionary decisions require more staff time to prepare reports, minutes, noticing, agendas, resolutions, and exhibits.

Jim Pechous, City Planner, advised that new language in code will also define triggers for him to use in reasoning and determining when a project should be bumped up in order to ensure code is fairly applied, including avoiding decisions based on “planning lore.” His decisions will include findings and show what policies the review is intended to preserve. If the staff waiver process is applied to more projects, he noted that the staff waiver process allows conditions to be added. He directs staff members to cite findings on waiver applications when they are approved. Mr. Pechous emphasized that the City Planner makes the ultimate decision on each staff waiver. Lastly, Mr. Pechous confirm that staff is working on a historic preservation presentation for discussion at a future study session.

Mr. Wright encouraged the Commissioners to forward their comments and questions to him via email.

Report received and filed. This item is continued to the next Study Session for further discussion.

Below are minutes of a public workshop held on February 19, 2014, to get feedback on planning procedures and streamlining ideas:

1. *Notices of incomplete submittal.* Staff was encouraged to soften the language of incomplete application letters that must be sent to applicants within 30 days to comply with State law. Perhaps there is an opportunity to soften the tone of letters so applicants do not get the misperception that their design team “dropped the ball” on their application. For example, maybe the city does not have to include text at the top of a letter that says “notice of incomplete application submittal.” Instead, maybe text can be included within the body of a letter that says an application meets minimum submittal requirements, but additional information is needed to complete an evaluation of project compliance with requirements. Staff agreed to look into the suggestion.
2. *Examples of projects that may be good candidates for streamlining.*
  - a. *Non-visible or highly screened projects.* Workshop attendees agreed with efforts to lower the decision point for projects that clearly improve the architectural or historic integrity of buildings, maintain the character of buildings and neighborhoods, and have strong public support. Example: removal of ugly roof element downtown.
  - b. *Significant but positive exterior changes that meet design guidelines.* Workshop attendees agreed with efforts to lower the decision point for projects that clearly improve the architectural or historic integrity of buildings, maintain the character of buildings and neighborhoods, and have strong public support. This may include projects that restore historic resources and projects that make a significant improvement to a building downtown that maintains the character of the building.

When the public may be concerned about a project, then a lower hearing like a Zoning Administrator decision is reasonable. It was agreed that a longer review process is a disincentive to improve buildings and can drive people to do projects without a permit. Therefore, a longer process should be required only when it provides value, such as public notification and participation for projects that are likely to have more public concerns.

3. *Design review.* San Clemente has a good design review process that is better than many other cities. Staff should be given more authority to approve projects that meet requirements and are consistent with Design Guidelines. They are trained and capable of reviewing projects to determine if projects are consistent. If guidelines are followed, why require a public hearing that slows projects down and does not change

the outcome of the project? It is approved either way but staff can make a decision quicker.

4. *Local Coastal Plan (LCP) and interim measures to help customers.* The City's effort to adopt a LCP will allow the city to process coastal applications and avoid Coastal Commission review, which will save lots of time. A workshop attendee said the Coastal Commission told him it could take up to two years to adopt a LCP. In the interim, maybe staff can find a way to make it easier for the city and applicants to get quicker Coastal Commission direction on issues and allow staff to make some decisions. Also, maybe the Council will support a reduced or waiver of in-concept fees for simple, over-the-counter type reviews.
5. *Design Guidelines.* It will be very helpful to update the Design Guidelines. This will make it easier for staff to approve more projects.
6. *Development Management Team.* It was noted that San Clemente's process improved greatly when the decision was made to allow open attendance of Development Management Team (DMT) meetings. Applicants really benefit from having several disciplines in one room to go over issues and provide quick feedback on a project. Similar meetings are held at City of Long Beach that are very helpful. Staff was encouraged to look at their meetings to see if further improvements can be made to DMT meetings. It would also be helpful to have other ways to get feedback early.
7. *Qualification requirements for the drafting of conceptual plans.* There was discussion about the merits of requiring conceptual plans to be drawn by a licensed architect or engineer, in instances where a project requires a building permit and the building code requires construction drawings to be drafted by a licensed professional. Some projects are more complicated and require a solid understanding of design principles, technical issues and limitations, and regulations, in order to effectively work with staff, prepare materials that address comments, and allow for projects to be processed promptly. Sometimes applications are submitted by an individual that has less training and resources. In these instances, staff has had to spend extra time with some people to get materials that address comments. This slows the process down and can affect other projects because it limits staff's time to work on projects. A contractor noted that the building code allows contractors to draft plans in some situations and that this ability should be preserved. It was suggested that a trade-off may be to give the City the discretion to require a licensed professional to draft conceptual plans, when it is needed. Staff agreed to explore this idea with the City Attorney and stated that there

have been several instances where it has proven beneficial for someone to hire a licensed professional to help them through the planning process.

8. *Homeowners Associations and building permit approvals.* There were several questions and comments about the building permit process and verification of Homeowner Association approvals. Staff responded to these comments and clarified that the focus of the workshop is on streamlining planning procedures. Also, mention was made of a separate effort to improve HOA coordination, uniformity, and project processing.

***Other public comments***

**From:** Don Mueller

**Sent:** Wednesday, February 19, 2014 4:05 PM

**To:** CityManager Mail

**Subject:** About Pall Gudgeirsson

Pall Gudgeirsson,

I have three comments regarding tonight's workshop on city's processing;

1. Suggest you have one experienced checker available to process small projects/permits over the counter, i.e. water heaters/roof replacements, HVAC addition, etc. I believe this would handle much traffic efficiently.
2. Have the person who checked plans made available for review of corrections with applicant to avoid multiple rechecks which wastes city and applicants time.
3. Have all residential applicants reviewed by planner for HOA's approval/confirmation prior to plan checking.

Thanks for your attention to the review process,

Don Mueller, retired architect

## Types of decision pathways

There are several processes that can be used to review a request and reach a “decision point” as quickly as possible.

### ***Range of processes***

The shortest and least expensive process involves a staff level decision (#1 below). The process provides the least level of public participation because no public meeting or notification are involved. This process should be used for projects that have little-to-no potential for significant public concerns or impacts to surrounding properties and there is no need to notify adjacent property owners. The longest and most expensive process (#13 below) involves a Planning Commission recommendation to the City Council and then a City Council decision at a public hearing. The process is the longest and most expensive, but the upside is that it provides the most options for public participation, public notification, visibility (e.g. television broadcasts, more press stories is common), and record keeping (video recordings on website and written minutes). This process should be required for high-interest and impactful projects, like amendments to the General Plan, Zoning Ordinance, or Specific Plans.

### ***Staff or administrative decisions***

1. Decision made by planning staff below a City Planner/management level. Permit records are kept but no record of approval is included in Planning Commission and or City Council minutes, who can appeal a decision. Project example: banner permit
2. City Planner decision. This does not require but may include a meeting. An approval record is provided in the minutes for the Planning Commission and/or City Council. Project examples: staff waiver for a like-for-like roof replacement on historic house or changing of aluminum windows to vinyl outside the Architectural Overlay District.
3. Director decision. This is a new pathway to consider. It can involve a meeting. The Director could be given the discretion to provide notice of meeting or some form of notification if appropriate. Notification options can include a number of: mailings to owners within a set radius, mailings to abutting owners only, mailings to tenants, site posting, posting in paper. Per State law, at a minimum, property owners must be notified when a project will have a substantial effect on their property. The Director could refer projects to the Design Review Subcommittee (DRSC) when there is a need for feedback on design issues that must be addressed for approval.
4. City Manager decision with no review by the Design Review Subcommittee (DRSC). This is a new pathway to consider.

5. City Manager decision after the DRSC reviews a project and forwards a recommendation. Project example: change to cellular antenna on City property that does not increase the antenna's height.

***Discretionary review as a new business item (where no public notice is required).***

6. Zoning Administrator decision as new business item. Project example: addition under 200 square feet to a house that abuts a historic resource, but the project is not visible.
7. Planning Commission decision as new business item. Project example: addition over 200 square feet to a commercial building that has a small scale or is not visible from public property.
8. City Council decision as a new business or consent item. Project example: initiation of a Zoning Amendment.

***Zoning Administrator (ZA)***

9. Zoning Administrator public hearing decision without DRSC review. Example: fence height exception.
10. Zoning Administrator public hearing decision after DRSC review Project example: new awning in downtown that doesn't meet design guidelines.

***Planning Commission (PC)***

11. Planning Commission public hearing decision without DRSC review. Project example: wall sign over 25 square feet in the downtown Architectural Overlay.
12. Planning Commission public hearing decision after DRSC review. Project example: new commercial building.

***City Council (CC)***

13. City Council public hearing decision without DRSC review. Project example: removal of historic resource from City List of Designated Historic Resources.
14. City Council public hearing decision after DRSC review. Project example: Mills Act agreement for historic resource preservation.
15. Planning Commission recommendation (at a public hearing) to the City Council and then a City Council decision at a public hearing. This pathway can and often

includes DRSC review. Project examples: new residential subdivision and General Plan amendments.

Note: If appropriate, a lower decision making authority (e.g. City Planner) may forward a project to a higher level of review. This may occur when a project is expected to have large public concerns or impacts and greater participation is warranted.

#	Process	Type of request	Request	Current Decision body	Initial staff ideas (changes to get early feedback)
1	Administrative Sign Permit	Signage	Arcade sign	Staff	
2	Administrative Sign Permit	Signage	ATM sign	Staff	
3	Administrative Sign Permit	Signage	Awning sign	Staff	
4	Administrative Sign Permit	Signage	Blade sign	Staff	
5	Administrative Sign Permit	Signage	Business directory sign	Staff	
6	Administrative Sign Permit	Signage	Canopy sign	Staff	
7	Administrative Sign Permit	Signage	Construction sign	Staff	Allow without permit
8	Administrative Sign Permit	Signage	Drive-up menu board sign <del>(with PC approval of Conditional Use Permit approved for drive-through use)</del>	Staff approval of sign permit after PC approval of use permit	
9	Administrative Sign Permit	Signage	Fascia sign	Staff	
10	Administrative Sign Permit	Signage	Flag sign	Staff	
11	Administrative Sign Permit	Signage	Freeway oriented sign <del>(with PC approval of Sign-Exception Permit)</del>	Staff approval of admin sign permit after <del>with</del> PC approval of Sign Exception Permit	
12	Administrative Sign Permit	Signage	Marquee sign	Staff	
13	Administrative Sign Permit	Signage	Model home complex sign	Staff	
14	Administrative Sign Permit	Signage	Monument signs up to 6 feet high, up to 24 sf for single tenant sign (per face), and up to 32 sf for multi-tenant sign (per face)	Staff	
15	Administrative Sign Permit	Signage	Mural sign	Staff	
16	Administrative Sign Permit	Signage	Pole sign <del>(with PC approval of Discretionary Sign Permit)</del>	Staff approval of admin sign permit after PC approval of Discretionary Sign Permit	
17	Administrative Sign Permit	Signage	Portable (A-frame type) sign. Two signs are allowed per site.	Staff	Allow each business to have a sign without a permit
18	Administrative Sign Permit	Signage	Project identification sign for nonresidential site	Staff	
19	Administrative Sign Permit	Signage	Project identification sign for residential site (subdivision, apartment complex, or mobile home park)	Staff	
20	Administrative Sign Permit	Signage	Projecting sign	Staff	
21	Administrative Sign Permit	Signage	Real estate sign (excludes open house signs)	Staff	Allow without permit
22	Administrative Sign Permit	Signage	Service station sign	Staff approval of admin sign permit after PC approval of sign	



#	Process	Type of request	Request	Current Decision body	Initial staff ideas (changes to get early feedback)
23	Administrative Sign Permit	Signage	Shingle sign	Staff	
24	Administrative Sign Permit	Signage	Sign change of copy	Staff	
25	Administrative Sign Permit	Signage	Special event sign	Staff	
26	Administrative Sign Permit	Signage	Umbrella sign	Staff	
27	Administrative Sign Permit	Signage	Wall sign	Staff	
28	Administrative Sign Permit	Signage	Window sign that covers over 25% of individual window	Staff	
29	Adult-oriented Business Permit	Use	Adult oriented business	City Council (CC) approval	
30	Amendment to City Historic Resources List	Historic preservation	Amend the City's list of designated historic resources	Planning Commission (PC) approval	
31	Amendment to City Landmark List	Historic preservation	Amend the City's list of designated landmarks	PC recommendation, CC approval	
32	Appeal of decision	Administrative	Appeal <del>by the public</del> of a decision made by City Manager on City Antenna Permit	PC review and <del>approval</del> <a href="#">decision</a>	
33	Appeal of decision	Administrative	Appeal <del>by the public</del> of a decision made by Community Development Director or City Planner	PC review and decision	
34	Appeal of decision	Administrative	Appeal <del>by the public</del> of a decision made by Zoning Administrator or Planning Commission	CC review and decision	
35	Appeal of decision	Administrative	City Council appeal of a decision made by Zoning Administrator or Planning Commission	CC initiate and decision	
36	Architectural Permit	Development	Addition larger than 2,000 square feet to primary and accessory buildings on nonresidential and mixed use sites	PC approval	<del>Staff</del> <a href="#">City Planner</a> approval of projects that are not visible from public right of way, historic resources, view corridors, and do not have significant public concern. Record of approval in public hearing minutes (e.g. private clubhouse in gated residential community).
37	Architectural Permit	Development	New accessory buildings on nonresidential and mixed use sites	PC approval	
38	Architectural Permit	Development	New primary buildings on nonresidential and mixed use sites	PC approval	
39	Architectural Permit	Development	New residential projects with five or more units on residential and mixed use sites	PC approval	
40	City Antenna Permit	Development	New antennas on City property that meet the height limit and are preapproved design concepts for City properties identified in the Wireless Master Plan	DRSC recommendation and ZA approval	DRSC recommendation and City Manager approval
41	City Antenna Permit	Development	Replace or add to an existing antenna on City property and the project does not increase the antenna's height	DRSC recommendation and City Manager approval	DRSC recommendation and City Manager approval

#	Process	Type of request	Request	Current Decision body	Initial staff ideas (changes to get early feedback)
42	Conditional Use Permit	Use	Accessory nonresidential building in zones: RVL, RL, RML, RM, MU3, MU3-CB, MU5.1, NC 1.1, NC 1.2, NC2, NC3, CC1, CC2, CC3, RC2, CRC-4, MU3, MU3-CB, MU5.1, OS/1, OS/S1, OS2, OS3, OS/S2, OSC, CVC, P	PC approval	ZA approval
43	Conditional Use Permit	Use	Accessory residential building over 15 feet high in zones: RVL, RL, RML, RM, RH, MU5.1	PC approval	Allow buildings over 15 feet by-right that comply with setbacks and do not exceed height limit for primary building. If located within setbacks, require DRSC recommendation and ZA approval?
44	Conditional Use Permit	Use	Affordable housing project in zones (and not in Affordable Housing Overlay): NC2, NC3	PC approval	
45	Conditional Use Permit	Use	Alcoholic beverage sales concurrent with motor vehicle fuel-convenience store sales in zones: NC1.1, NC1.2, NC2, NC3, CC1, CC2, CC3, MU5.1	PC approval	
46	Conditional Use Permit	Use	Amphitheaters (open air, not including drive-ins) in zones: OS/S1, P	PC approval	
47	Conditional Use Permit	Use	Amusement centers in zones: NC 1.1, NC 1.2, NC2, NC3, CC1, CC2, CC3, CRC-4, MU3, MU3-CB, MU5.1	PC approval	
48	Conditional Use Permit	Use	Animal commercial grazing use in zones: RVL, OS2, OS3	PC approval	
49	Conditional Use Permit	Use	Apiaries (bee farming) use in zones: RVL, OS2, OS3	PC approval	
50	Conditional Use Permit	Use	Aquariums in zones: OS/1, OS/S1	PC approval	
51	Conditional Use Permit	Use	Arboretums in zones: RVL, OS/1, OS2, OS3	PC approval	
52	Conditional Use Permit	Use	Athletic fields in zones: OS/1, OS2, OS3	PC approval	
53	Conditional Use Permit	Use	ATMs (with special considerations) in MU5.1 zone	PC approval	Define "special considerations." Allow in MU3 zones <del>with staff approval and DRSC if ATM is not visible</del> without use permit. If visible, architecture review type permit is required to assess aesthetics
54	Conditional Use Permit	Use	Banks/financial institutions with drive-through facilities in zones: NC1.2, NC1.2, NC2, NC3, CC1, CC2, CC3	PC approval	
55	Conditional Use Permit	Use	Bars and cocktail lounges in zones: NC 1.1, NC 1.2, NC2, NC3, CC1, CC2, CC3, CRC-4	PC approval	
56	Conditional Use Permit	Use	Baseball batting/pitching ranges (outdoor) in zones: OS/S1, OS2, OSC	PC approval	
57	Conditional Use Permit	Use	Bed and breakfast inns with five or fewer rooms in zoning districts: RVL, RL, CRC-4	PC approval	
58	Conditional Use Permit	Use	Bed and breakfast inns with over 10 rooms in zoning districts: NC 1.2, NC2, NC3, CC1, CC2, CC3, CRC-4	PC approval	
59	Conditional Use Permit	Use	Bed and breakfast inns with six or more rooms in zoning districts: RVL, RL, RML, RM, RH, CRC-4	PC approval	
60	Conditional Use Permit	Use	Boardwalks in zones: OS/S1	PC approval	

#	Process	Type of request	Request	Current Decision body	Initial staff ideas (changes to get early feedback)
61	Conditional Use Permit	Use	Bowling alleys in zones: NC2, NC3, CC1, CC2, CC3, CRC-4, MU5.1	PC approval	
62	Conditional Use Permit	Use	Cabanas (private or rental) w/o kitchens (temporary shelters and dressing rooms, not a living quarters) in zones: OS/S2	PC approval	
63	Conditional Use Permit	Use	Car washes in zones: NC2, NC3, CC1, CC2, CC3, MU5.1	PC approval	
64	Conditional Use Permit	Use	Caretaker's unit and related offices in zones: OS2, OSC	PC approval	<a href="#">ZA approval</a>
65	Conditional Use Permit	Exception	Change a nonconforming prohibited land uses to a different prohibited use that is more compatible and closer to purpose and intent of zone	PC approval	
66	Conditional Use Permit	Use	Churches in zones: RVL, RL, RML, RM, RH, NC1.1, NC1.2, NC2, NC3, CC1, CC2, CC3, MU3, MU3-CB, MU5.1	PC approval	
67	Conditional Use Permit	Use	Club/social organizations in zones: NC1.1, NC1.2, NC2, NC3, CC1, CC2, CC3, MU3, MU3-CB, MU5.1	PC approval	
68	Conditional Use Permit	Use	Clubhouse (private) accessory to recreation use in zones: OS2, OS3, OS/S2, OS3	PC approval	ZA approval
69	Conditional Use Permit	Use	Coastal infrastructure (public piers, revetments, breakwaters, groins, harbor channels, sea walls, cliff retaining walls) in zones: OS/S1	PC approval	
70	Conditional Use Permit	Use	Community recreation center (public) in zones: OS/1, OS/S1	PC approval	
71	Conditional Use Permit	Use	Congregate care facilities in zones: RML, RM, RH, NC1.2, NC2, NC3, CC1, CC2, CC3, RC2, MU3, MU3-CB, MU5.1	PC approval	
72	Conditional Use Permit	Use	Convalescent care in zones: RML, RM, RH	PC approval	
73	Conditional Use Permit	Use	Convalescent home in zones: NC1.2, NC2, NC3, CC1, CC2, CC3, RC2, MU5.1	PC approval	
74	Conditional Use Permit	Use	Convenience stores in zones: NC 1.1, NC 1.2, MU3, MU3-CB	PC approval	

#	Process	Type of request	Request	Current Decision body	Initial staff ideas (changes to get early feedback)
75	Conditional Use Permit	Use	Crop and tree farming in zones: RVL, OS2, OS3	PC approval	
76	Conditional Use Permit	Use	Cultural facilities in zones: P	PC approval	
77	Conditional Use Permit	Use	Dance pavilions (open air, public) in OS/1 zone	PC approval	
78	Conditional Use Permit	Use	Day care centers in zones: RML, RM, RH, NC1.1, NC1.2, NC2, NC3, CC1, CC2, CC3, RC2, MU3, MU3-CB, MU5.1, CVC, P	PC approval	
79	Conditional Use Permit	Exception	Density bonus requests for qualified senior and affordable housing projects	PC approval	ZA or <del>staff</del> <u>City Planner</u> approval
80	Conditional Use Permit	Development	Determination of development standards in zones: RVL, OS/1, OS/S1, OS2, OS3, OS/S2, OSC, P	PC approval	
81	Conditional Use Permit	Use	Drive-through accessory use facilities in zones: NC2, NC3, CC1, CC2, CC3, CRC-4, MU5.1	PC approval	
82	Conditional Use Permit	Exception	Exception for affordable residential units to be located at street level in the MU3 and MU3-CB zones	PC approval	
83	Conditional Use Permit	Exception	Exception for historic structures to have less commercial floor area than the minimum required for mixed use projects in MU3 and MU3-CB zones	PC approval	ZA approval
84	Conditional Use Permit	Exception	Exception for residential uses to be located at street level in historic buildings located within the MU3 and MU3-CB zones	PC approval	
85	Conditional Use Permit	Exception	Exceptions to development standards (maximum Floor Area Ratio, height, parking, circulation, landscaping) for commercial and mixed use lots 12,000 square feet and smaller in the MU3 zone	PC approval	<del>This project is likely to require DRSC review and/or a ZA approval when projects are visible or in high interest areas (A-Overlay)</del>
86	Conditional Use Permit	Exception	Fences, walls, and hedges taller than six feet in the rear half of a lot that encloses tennis courts or similar areas	PC approval	Ideas: 1) allow without use permit on nonresidential and mixed use sites since other permit is required to review aesthetics, which may include DRSC as needed. 2) allow w/ ZA approval on residential lots except front setback area (this would allow nice wing walls on Spanish styled projects).
87	Conditional Use Permit	Exception	Flag poles and church steeples in residential zones that exceed the height limit	PC approval	
88	Conditional Use Permit	Exception	Flag poles, antennas (other than satellite antennas or antennas on City property), church steeples, cupolas, and monuments, and similar structures in nonresidential zones that exceed the height limit	PC approval	

#	Process	Type of request	Request	Current Decision body	Initial staff ideas (changes to get early feedback)
89	Conditional Use Permit	Use	Gas/service station in zones: NC1.1, NC1.2, NC2, NC3, CC1, CC2, CC3	PC approval	
90	Conditional Use Permit	Use	Golf courses (public/private) and ancillary facilities (such as clubhouses, restaurants, bars) in zones: OS2, OS3, OSC	PC approval	
91	Conditional Use Permit	Use	Golf driving ranges in association with golf courses within zones: OS2, OS3, OSC	PC approval	
92	Conditional Use Permit	Use	Government offices and related facilities in zones: CVC, P	PC approval	
93	Conditional Use Permit	Use	Grading (≤ 5,000 cy "minor" with significant physical or visual changes) in zones without a development proposal: RVL, RL, RML, RM, RH, NC 1.1, NC 1.2, NC2, NC3, CC1, CC2, CC3, RC2, CRC-4, MU3, MU3-CB, MU5.1, OS/1, OS/S1, OS2, OS3, OS/S2, OSC, CVC, P, INST	PC approval	
94	Conditional Use Permit	Use	Grading (over 5,000 cy "major") in zones without a development proposal: RVL, RL, RML, RM, RH, NC 1.1, NC 1.2, NC2, NC3, CC1, CC2, CC3, RC2, CRC-4, MU3, MU3-CB, MU5.1, OS/1, OS/S1, OS2, OS3, OS/S2, OSC, CVC, P, INST	PC approval	
95	Conditional Use Permit	Use	Group instruction/counseling in zones (like yoga studios): NC2, NC3, CC1, CC2, CC3	PC approval	Allow use without use permit or require <del>staff-level-permit-with</del> <a href="#">City Planner approval</a> noted in hearing minutes. <a href="#">For new development, site plan/architectural review is required.</a>
96	Conditional Use Permit	Use	Guesthouses in RVL zone east of I-5 freeway	PC approval	
97	Conditional Use Permit	Use	Gunsmith/gun shops in zones: NC2, NC3, CC1, CC2, CC3, MU3, MU3-CB, MU5.1	PC approval	
98	Conditional Use Permit	Use	Health/fitness/sports club facilities in zones: NC 1.1, NC 1.2, NC2, NC3, CC1, CC2, CC3, CRC-4, MU3, MU3-CB, MU5.1	PC approval	Allow use without use permit or require <del>staff-level</del> <a href="#">City Planner approval</a> <del>permit-with</del> <a href="#">approval</a> that is noted in hearing minutes. For new development, <del>require</del> <a href="#">site plan/architectural review with-<del>other</del>-permit is required</a>
99	Conditional Use Permit	Exception	Height exception for development on Lots 46-64 of Shorecliffs Tract 4938	PC approval	
100	Conditional Use Permit	Use	Home occupations conducted outside enclosed structures in residential (RVL, RL, RML, RM, RH) zones	PC approval	<a href="#">ZA approval</a>
101	Conditional Use Permit	Use	Horse riding academies/public stables for boarding horses on site (minimum 5+ acres) in OS/1 zone	PC approval	
102	Conditional Use Permit	Use	Hospital ambulance services in zones: CC2, RC2	PC approval	
103	Conditional Use Permit	Use	Hospitals in zones: CC2, RC2	PC approval	
104	Conditional Use Permit	Use	Hotel and ancillary uses in zones: NC1.2, NC2, NC3, CC1, CC2, CC3, CRC-4, MU3, MU3-CB, MU5.1	PC approval	

# Inventory of procedures

#	Process	Type of request	Request	Current Decision body	Initial staff ideas (changes to get early feedback)
105	Conditional Use Permit	Use	Internet access studio/Internet café with five or more computers in zones: NC 1.1, NC 1.2, NC2, NC3, CC1, CC2, CC3, CRC-4, MU3, MU3-CB, MU5.1	PC approval	Eliminate use? It seems outdated
106	Conditional Use Permit	Use	Libraries (public) in zones: P	PC approval	
107	Conditional Use Permit	Use	Liquor sales (hard alcohol) for off-site consumption in zones: NC 1.1, NC 1.2, NC2, NC3, CC1, CC2, CC3, CRC-4, MU3, MU3-CB, MU5.1	PC approval	
108	Conditional Use Permit	Use	Mobile home subdivisions and parks in zones: RVL, RL, RML, RM, RH	PC approval	Per State law may require City to allow <u>without</u> use permit. Verify
109	Conditional Use Permit	Use	Mobile home units in zones: RVL, RL, RML, RM, RH	PC approval	Per State law may require City to allow <u>without</u> use permit. Verify
110	Conditional Use Permit	Use	Mortuaries in zones: NC2, NC3, CC1, CC2, CC3, CC3, MU5.1	PC approval	
111	Conditional Use Permit	Use	Motels in zones: NC2, NC3, CC1, CC2, CC3, CRC-4, MU5.1	PC approval	
112	Conditional Use Permit	Use	Multi-family dwellings (five or more) in zones: RML, RM, RH	PC approval	Allow use without use permit. There are other permits required to develop this many units. The purpose and intent of RML, RM, RH zones is to allow multi-family units
113	Conditional Use Permit	Use	Museums (public) in zones: P	PC approval	
114	Conditional Use Permit	Use	New antenna on City property that is ground-mounted, freestanding, or taller than existing antennas on-site (exception: antenna meeting pre-approved design concepts in Wireless Master Plan and meets the height limit)	PC approval	
115	Conditional Use Permit	Use	Nonresidential uses on the same level as residential uses in the MU3 or MU3-CB zone	PC approval	
116	Conditional Use Permit	Use	Nurseries (farming only) in zones: RVL, OS2, OS3	PC approval	
117	Conditional Use Permit	Use	Nurseries (outdoor garden retail sales) in zones: NC2, NC3, CC1, CC2, CC3, MU3, MU3-CB, MU5.1	PC approval	
118	Conditional Use Permit	Use	Observatories or planetariums in zones: OS/1	PC approval	
119	Conditional Use Permit	Use	Office equipment/supply sales in zones: NC1.1, NC1.2	PC approval	Allow use without use permit <del>but require other permit to allow new development</del> For <u>new development, site plan/architectural review is required</u>
120	Conditional Use Permit	Use	Off-site hazardous waste facilities located and designed per facility criteria in the off-site hazardous waste facility procedures manual	PC approval	
121	Conditional Use Permit	Exception	Off-site parking exception that allows a land use's required parking to be located off-site within 300 feet of the use	PC approval	ZA approval of three or less spaces? This may facilitate City leases on private properties downtown that add public parking

#	Process	Type of request	Request	Current Decision body	Initial staff ideas (changes to get early feedback)
122	Conditional Use Permit	Use	Parking lots in zones: RL, RML, RM, RH, CRC-4, P	PC approval	
123	Conditional Use Permit	Exception	Parking requirement waivers or modifications for public utility uses that do not have full-time or permanent employees	PC approval	
124	Conditional Use Permit	Use	Parking structures in zones: NC1.1, NC1.2, NC2, NC3, CC1, CC2, CC3, CRC-4, MU3, MU3-CB, MU5.1, P	PC approval	
125	Conditional Use Permit	Use	Parks in CRC-4 zone	PC approval	
126	Conditional Use Permit	Exception	Patio covers (detached) that are taller than 15 feet and located within certain setback areas	PC approval	ZA approval
127	Conditional Use Permit	Use	Pawn shops in zones: NC2, NC3, CC1, CC2, CC3, MU3, MU3-CB, MU5.1	PC approval	
128	Conditional Use Permit	Use	Pool halls in zones: NC2, NC3, CC1, CC2, CC3, CRC-4, MU3, MU3-CB, MU5.1	PC approval	
129	Conditional Use Permit	Use	Preserves (archaeological, botanical, geological, wildlife) in zones: RVL, RL, RML, RM, RH	PC approval	Allow use without use permit. For new development, site plan/architectural review is required
130	Conditional Use Permit	Use	Preserves with physical change (archaeological, botanical, geological, wildlife) in zones: OS/1, OS/S1, OS2, OS3, OS/S2, OSC	PC approval	
131	Conditional Use Permit	Use	Public art in zones: CVC, P	PC approval	Allow use without use permit <del>but require other permit</del> to allow new development. For new development, site plan/architectural review is required
132	Conditional Use Permit	Use	Public safety facilities in zones: CVC, P	PC approval	Allow use without use permit <del>but require other permit</del> to allow new development. For new development, site plan/architectural review is required
133	Conditional Use Permit	Use	Public utilities (major) pursued by outside agency in zones: RVL, RL, RML, RM, RH, NC 1.1, NC 1.2, NC2, NC3, CC1, CC2, CC3, RC2, CRC-4, MU3, MU3-CB, MU5.1, OS/1, OS/S1, OS2, OS3, OS/S2, OSC, CVC, P	PC approval	
134	Conditional Use Permit	Use	Public utilities (minor) pursued by outside agency in zones: CRC-4	PC approval	ZA approval
135	Conditional Use Permit	Use	Railroad facilities (establishment of new tracks and appurtenant facilities) in zones: OS/S1, OS/S2, OSC	PC approval	
136	Conditional Use Permit	Use	Recreational rental concessions accessory to recreation use in zones: OS/1, OS/S1, OS2, OS3, OS/S2, OSC	PC approval	ZA approval
137	Conditional Use Permit	Use	Recreational trails (riding, hiking, bicycle, no motorized vehicles) in zones: OS/1, OS/S1, OS2, OS3, OS/S2, OSC	PC approval	ZA approval
138	Conditional Use Permit	Use	Recreational uses in zones: RVL, RL, RML, RM, RH	PC approval	

#	Process	Type of request	Request	Current Decision body	Initial staff ideas (changes to get early feedback)
139	Conditional Use Permit	Use	Recycling facilities (large collection) in zones: NC2, NC3, CC1, CC2, CC3	PC approval	
140	Conditional Use Permit	Use	Recycling facilities (small collection) in zones: NC1.1, NC1.2, P	PC approval	
141	Conditional Use Permit	Exception	Reduce the number of required parking spaces on a property by allowing shared use of private parking facilities, when new buildings are proposed in nonresidential and mixed use zones with multiple land uses that have offset peak operating hours	PC approval	<a href="#">ZA approval</a>
142	Conditional Use Permit	Exception	Replace nonconforming structures in nonresidential zones that are damaged by an accident with repair costs that are 50 percent or greater than a structure's replacement cost	PC approval	
143	Conditional Use Permit	Use	Reservoirs (public) in zones: P	PC approval	
144	Conditional Use Permit	Use	Residential stables in RVL zone	PC approval	ZA approval?
145	Conditional Use Permit	Use	Residential units in zones (upper floors only, not on ground level): MU3, MU3-CB, MU5.1	PC approval	Allow use without use permit
146	Conditional Use Permit	Use	Restaurants with dancing and/or entertainment with amplified sound in zones: NC 1.1, NC 1.2, NC2, NC3, CC1, CC2, CC3, CRC-4, MU3, MU3-CB, MU5.1	PC approval	
147	Conditional Use Permit	Use	Restaurants with drive-through in zones: NC2, NC3, CC1, CC2, CC3, MU5.1	PC approval	
148	Conditional Use Permit	Use	Restaurants with indoor sales of hard alcohol in zones: NC 1.1, NC 1.2, NC2, NC3, CC1, CC2, CC3, CRC-4, MU3, MU3-CB, MU5.1	PC approval	
149	Conditional Use Permit	Use	Restaurants with outdoor sales of beer and wine (with more than 16 outdoor seats and/or 4 tables) located in zones: CRC-4, MU3, MU3-CB, MU5.1	PC approval	<a href="#">ZA approval</a>
150	Conditional Use Permit	Use	Restaurants with outdoor sales of beer and wine (with up to 16 outdoor seats and/or 4 tables) located in zones: CRC-4	PC approval	<a href="#">ZA approval</a>
151	Conditional Use Permit	Use	Restaurants with outdoor sales of hard alcohol (with more than 16 outdoor seats and/or 4 tables) located in zones: NC 1.1, NC 1.2, NC2, NC3, CC1, CC2, CC3, CRC-4, MU3, MU3-CB, MU5.1	PC approval	
152	Conditional Use Permit	Use	Restaurants with outdoor sales of hard alcohol (with up to 16 outdoor seats and/or 4 tables and there is no CUP approved for indoor sales) located in zones: NC 1.1, NC 1.2, NC2, NC3, CC1, CC2, CC3, MU3, MU3-CB, MU5.1	PC approval	



#	Process	Type of request	Request	Current Decision body	Initial staff ideas (changes to get early feedback)
153	Conditional Use Permit	Use	Schools (public and private) in zones: RVL, RL, RML, RM, RH, NC 1.1, NC 1.2, NC2, NC3, CC1, CC2, CC3, CRC-4	PC approval	
154	Conditional Use Permit	Use	Schools (public) in zones: P	PC approval	
155	Conditional Use Permit	Use	Schools with greater than 12 individuals in zones: MU3, MU3-CB, MU5.1	PC approval	
156	Conditional Use Permit	Use	Senior housing projects in zones: RML, RM, RH, NC1.2, NC2, NC3, CC1, CC2, CC3, MU3, MU3-CB, MU5.1	PC approval	Allow use without use permit <del>but require other permit to allow new development</del> For <a href="#">new development, site plan/architectural review is required</a>
157	Conditional Use Permit	Use	Shooting ranges (outdoor) in OS/1 zone	PC approval	
158	Conditional Use Permit	Use	Single-family dwellings in RVL zone	PC approval	Allow use without use permit <del>but require discretionary review if</del> <a href="#">unless proposed</a> in Inland Canyon overlay
159	Conditional Use Permit	Use	Storage (urban and private) within basement floor area of zones: MU3, MU3-CB, MU5.1	PC approval	Allow use without use permit
160	Conditional Use Permit	Exception	Storage tanks, gas holders, water tanks, and similar structures in nonresidential zones that exceed the height limit	PC approval	
161	Conditional Use Permit	Use	Subdivision of land (tentative maps) with existing or proposed development (excluding condominium projects)	PC approval	
162	Conditional Use Permit	Use	Surfboard (custom manufacturing) in zones: NC2, NC3, CC1, CC2, CC3	PC approval	
163	Conditional Use Permit	Use	Theaters in zones: NC2, NC3, CC1, CC2, CC3, CRC-4, MU3, MU3-CB, MU5.1	PC approval	<a href="#">ZA approval</a>
164	Conditional Use Permit	Use	Timeshares in zones: NC1.2, NC2, NC3, CC1, CC2, CC3, CRC-4, MU3, MU3-CB, MU5.1	PC approval	
165	Conditional Use Permit	Use	Tourist information offices in zones: OS/1, OS/S1	PC approval	<a href="#">ZA approval</a>
166	Conditional Use Permit	Use	Transportation facilities in zones: NC2, NC3, CC1, CC2, CC3, CRC-4, MU3, MU3-CB, MU5.1, P	PC approval	
167	Conditional Use Permit	Use	Vehicle dealerships with more than 10 cars on sites that are not adjacent to low density residential zoned property. The use is allowed with a Conditional Use Permit in zones: NC2, NC3, CC1, CC2, CC3	PC approval	<a href="#">Revise to reflect new General Plan</a>
168	Conditional Use Permit	Use	Vehicle repair/service (minor) on sites that are not adjacent to low density residential zoned property. The use is allowed with a Conditional Use Permit in zones: NC2, NC3, CC1, CC2, CC3	PC approval	<a href="#">Revise to reflect new General Plan</a>

#	Process	Type of request	Request	Current Decision body	Initial staff ideas (changes to get early feedback)
169	Conditional Use Permit	Use	Veterinary offices/animal hospitals <a href="#">with boarding</a> in zones: MU3, MU3-CB, MU5.1	PC approval	
170	Conditional Use Permit	Exception	Waiver of 7-10 required parking spaces to change a land use in the "downtown study area"	PC approval	
171	Conditional Use Permit	Exception	Waiver of parking spaces (3 or more spaces) and circulation requirements for historic nonresidential and mixed use structures located outside the "downtown study area"	PC approval	
172	Conditional Use Permit	Exception	Waiver of parking spaces (3 or more spaces) and circulation requirements for historic structures in RM and RH zones	PC approval	
173	Conditional Use Permit	Exception	Waiver of parking spaces for outdoor dining areas in the downtown study area that require Planning Commission approval	PC approval	
174	Conditional Use Permit	Exception	Waiver of required parking spaces for hotels located outside the downtown study area	PC approval	
175	Cultural Heritage Permit	Historic preservation	Addition greater than 200 square feet to buildings on a residential site that may affect historic resources (contains or abuts a historic resource or has three or more units within 300 feet of a residential historic resource) or is located within the Architectural Overlay District	PC approval	
176	Cultural Heritage Permit	Historic preservation	Additions greater than 200 square feet to primary and accessory buildings on nonresidential and mixed use sites that contain a historic resource or are located in an Architectural Overlay District	PC approval	
177	Cultural Heritage Permit	Historic preservation	New primary or accessory building on a residential site that may affect historic resources (contains or abuts a historic resource or has three or more units within 300 feet of a residential historic resource) or is located within the Architectural Overlay District	PC approval	
178	Cultural Heritage Permit	Historic preservation	New primary or accessory building on nonresidential and mixed use sites that contain a historic resource or are located within an Architectural Overlay District	PC approval	
179	Development Agreement	Development	Development agreement in accordance with State Law	PC recommendation, CC approval	
180	Discretionary Sign Permit	Signage	Individual sign for a tenant in the Architectural Overlay district that is larger than 25 square feet. See Table 17.84.030A for applicable sign types	PC approval	ZA approval <a href="#">with DRSC recommendation</a>

#	Process	Type of request	Request	Current Decision body	Initial staff ideas (changes to get early feedback)
181	Discretionary Sign Permit	Signage	Master sign program	PC approval	ZA approval <a href="#">with DRSC recommendation</a>
182	Discretionary Sign Permit	Signage	Monument signs over 6 feet high (up to 10 feet), larger than 24 sf for single tenant sign (per face), and larger than 32 sf for multi-tenant sign (per face)	PC approval	ZA approval <a href="#">with DRSC recommendation</a>
183	Discretionary Sign Permit	Signage	Multiple signs for a tenant in the Architectural Overlay district with total sign area exceeding 25 square feet	PC approval	ZA approval <a href="#">with DRSC recommendation</a>
184	Discretionary Sign Permit	Signage	Multiple signs for a tenant with total sign area exceeding 64 square feet outside the Architectural Overlay district	PC approval	ZA approval <a href="#">with DRSC recommendation</a>
185	Discretionary Sign Permit	Signage	Pole sign	PC approval	ZA approval <a href="#">with DRSC recommendation</a>
186	Discretionary Sign Permit	Signage	Service station sign	PC approval	ZA approval <a href="#">with DRSC recommendation</a>
187	Discretionary Sign Permit	Signage	Signs with neon lighting in an Architectural Overlay district	PC approval	ZA approval <a href="#">with DRSC recommendation</a>
188	General Plan Amendment	Policy change	General plan amendments	PC recommendation, CC approval	
189	General Plan Amendment	Policy change	Initiate General plan amendments	CC approval	Allow PC to initiate changes? This may be allowed or required by State law
190	Historic Demolition Permit	Historic preservation	Demolish building, structure, or other resources on City's list of designated historic resources, or listed in or eligible for listing in the California Register of Historic Resources	PC recommendation, CC approval	
191	Historic Preservation Property (Mills Act) Agreement	Historic preservation	Reduce property taxes to fund improvements that restore the integrity of structures on the City's list of historic resources and landmarks	DRSC recommendation, CC approval	
192	Home Occupation Permit	Use	Home occupations in residential zones	Staff	1) allow tenants to submit applications without proof of owner consent, 2) waive home occupation permit for uses that don't need special conditions. PC has directed staff to assess home occupation regulations.
193	Interpretation	Administrative	Major interpretation of ambiguous requirements or standards	PC <del>approval</del> decision as new business item	
194	Interpretation	Administrative	Major interpretation of uses that are not identified in the Zoning Ordinance	PC <del>approval</del> decision as new business item	Make required findings more flexible for uses that aren't similar to a use that is listed but are consistent with the intent of a zone
195	Interpretation	Administrative	Minor interpretation of ambiguous requirements or standards	City Planner	
196	Interpretation	Administrative	Minor interpretation of uses that are not identified in the Zoning Ordinance	City Planner	Make required findings more flexible for uses that aren't similar to a use that is listed but are consistent with the intent of a zone
197	Minor Architectural Permit	Development	Addition 2,000 square feet or smaller to primary and accessory buildings on nonresidential and mixed use sites	Zoning Administrator (ZA) approval	<del>Staff</del> City Planner approval of projects without significant public concern. Record of approval in public hearing minutes (e.g. private clubhouse in gated residential community)
198	Minor Architectural Permit	Development	Additions to a nonconforming structure (that is not a historic structure or in proximity to one)	ZA approval	

#	Process	Type of request	Request	Current Decision body	Initial staff ideas (changes to get early feedback)
199	Minor Architectural Permit	Development	Additions to accessory structures on nonresidential and mixed use sites	ZA approval	<del>Staff</del> City Planner approval of projects without significant public concern. Record of approval in public hearing minutes (e.g. private clubhouse in gated residential community)
200	Minor Architectural Permit	Development	Minor exterior modifications to nonresidential and mixed use sites	ZA approval	<del>Staff</del> City Planner approval of projects without significant public concern. Record of approval in public hearing minutes (e.g. private clubhouse in gated residential community)
201	Minor Architectural Permit	Development	Minor exterior modifications to the exterior of buildings and structures on nonresidential and mixed use sites	ZA approval	<del>Staff</del> City Planner approval of projects without significant public concern. Record of approval in public hearing minutes (e.g. private clubhouse in gated residential community)
202	Minor Architectural Permit	Development	New accessory structure on nonresidential or mixed use sites	ZA approval	<a href="#">City Planner approval of projects without significant public concern. Record of approval in public hearing minutes (e.g. private clubhouse in gated residential community)</a>
203	Minor Conditional Use Permit	Use	Animal grooming in zones: NC1.1, NC1.2, MU5.1	ZA approval	<a href="#">Allow without use permit</a>
204	Minor Conditional Use Permit	Use	Bed and breakfast inns with five or fewer rooms in zoning districts: RML, RM, RH, MU3-CB in "pedestrian space" (first floor street facing suites), MU5.1	ZA approval	
205	Minor Conditional Use Permit	Use	Bed and breakfast inns with six or more rooms in zoning districts: NC1.2, NC2, NC3, CC1, CC2, CC3, MU3, MU3-CB in "pedestrian space" (first floor street facing suites), MU5.1	ZA approval	
206	Minor Conditional Use Permit	Use	Carpet sales in zones: NC1.1, NC1.2	ZA approval	<a href="#">Allow without use permit</a>
207	Minor Conditional Use Permit	Use	Ceramic retail sales in zones: NC1.1, NC1.2	ZA approval	<a href="#">Allow without use permit</a>
208	Minor Conditional Use Permit	Exception	Chimneys that exceed the height limit by more than six feet	ZA approval	Allow without use permit. Require architectural review type permit
209	Minor Conditional Use Permit	Use	Conversion of gas service station buildings into another land use	ZA approval	<a href="#">Allow without use permit</a>
210	Minor Conditional Use Permit	Exception	Elevator towers that exceed the height limit of the zone by more than six feet	ZA approval	Allow without use permit. Require architectural review type permit
211	Minor Conditional Use Permit	Use	Floor covering sales in zones: NC1.1, NC1.2	ZA approval	<a href="#">Allow without use permit</a>
212	Minor Conditional Use Permit	Use	Furniture sales in zones: NC1.1, NC1.2	ZA approval	<a href="#">Allow without use permit</a>
213	Minor Conditional Use Permit	Use	Glass/mirror sales in zones: NC1.1, NC1.2	ZA approval	<a href="#">Allow without use permit</a>
214	Minor Conditional Use Permit	Use	Group instruction/counseling in zones: NC1.1, NC1.2, MU3-CB in "pedestrian space" (first floor street facing suites)	ZA approval	Allow without use permit
215	Minor Conditional Use Permit	Use	Home appliance sales and repair in zones: NC1.1, NC1.2	ZA approval	Allow without use permit
216	Minor Conditional Use Permit	Use	Interior decorating stores in zones: NC1.1, NC1.2	ZA approval	Allow without use permit
217	Minor Conditional Use Permit	Use	Large-family day care home in zones: RVL, RL, RML, RM, RH, NC1.1, NC1.2, NC2, NC3, CC1, CC2, CC3, RC2, MU3, MU3-CB, MU5.1, CVC, P	ZA approval	Prohibit use in multi-family residential units? PC directed staff to evaluate issues

#	Process	Type of request	Request	Current Decision body	Initial staff ideas (changes to get early feedback)
218	Minor Conditional Use Permit	Use	Lawnmower sales/service in zones: NC1.1, NC1.2	ZA approval	Allow without use permit
219	Minor Conditional Use Permit	Use	Liquor sales (beer and wine) for off-site consumption in zones: NC 1.1, NC 1.2, NC2, NC3, CC1, CC2, CC3, CRC-4, MU3, MU3-CB, MU5.1	ZA approval	
220	Minor Conditional Use Permit	Use	Locksmith shops in zones: NC1.1, NC1.2	ZA approval	Allow without use permit
221	Minor Conditional Use Permit	Use	Mail-order stores in zones: NC1.1, NC1.2	ZA approval	Allow without use permit
222	Minor Conditional Use Permit	Use	Manufactured homes in MU5.1 zone	ZA approval	<del>Allow without use permit</del> Per State law may require City to allow without use permit. Verify
223	Minor Conditional Use Permit	Use	Nurseries (indoor garden retail sales) in zones: NC1.1, NC1.2	ZA approval	Allow without use permit
224	Minor Conditional Use Permit	Use	Outdoor display areas (permanent and accessory) for art galleries, florists, grocery stores, lumber yards, home improvement centers, nurseries, and vehicle dealerships	ZA approval	
225	Minor Conditional Use Permit	Use	Paint/wallpaper sales in zones: NC1.1, NC1.2	ZA approval	Allow without use permit if under a certain amount of paint is kept on-site?
226	Minor Conditional Use Permit	Use	Parking lots in zones: NC1.1, NC1.2, NC2, NC3, CC1, CC2, CC3, MU3, MU3-CB, MU5.1	ZA approval	
227	Minor Conditional Use Permit	Use	Patio/outdoor furniture sales in zones: NC1.1, NC1.2	ZA approval	Allow without use permit
228	Minor Conditional Use Permit	Use	Pet shops in zones: NC1.1, NC1.2, NC2, NC3, CC1, CC2, CC3, MU3, MU3-CB, MU5.1	ZA approval	Allow without use permit or require <del>staff level use permit</del> City Planner approval. All land uses must comply with noise ordinance.
229	Minor Conditional Use Permit	Use	Pet supply stores in zones: NC1.1, NC1.2	ZA approval	Allow without use permit
230	Minor Conditional Use Permit	Use	Photographic equipment sales in zones: NC1.1, NC1.2	ZA approval	Allow without use permit
231	Minor Conditional Use Permit	Use	Pottery small production and sales in zones: NC1.1, NC1.2	ZA approval	Allow without use permit
232	Minor Conditional Use Permit	Use	Professional offices (excluding banks/financial institutions, realtors, optometrists with retail space, travel agencies) in MU3-CB zone in "pedestrian space" (first floor street facing suites)	ZA approval	City Planner approval
233	Minor Conditional Use Permit	Use	Recycling facilities (reverse vending machines) in zones: MU3, MU3-CB, MU5.1	ZA approval	
234	Minor Conditional Use Permit	Use	Relocation of a historic building or structure	ZA approval	
235	Minor Conditional Use Permit	Use	Restaurants with dancing and/or entertainment with no amplified sound in zones: NC 1.1, NC 1.2, NC2, NC3, CC1, CC2, CC3, CRC-4, MU3, MU3-CB, MU5.1	ZA approval	
236	Minor Conditional Use Permit	Use	Restaurants with indoor sales of beer and wine in zones: NC 1.1, NC 1.2, NC2, NC3, CC1, CC2, CC3, CRC-4, MU3, MU3-CB, MU5.1	ZA approval	May be State laws that address accessory microbrewery uses (to be reviewed). Add microbreweries as a primary use?

#	Process	Type of request	Request	Current Decision body	Initial staff ideas (changes to get early feedback)
237	Minor Conditional Use Permit	Use	Restaurants with outdoor sales of beer and wine (with more than 16 outdoor seats and/or 4 tables) located in zones: NC1.1, NC1.2, NC2, NC3, CC1, CC2, CC3	ZA approval	
238	Minor Conditional Use Permit	Use	Restaurants with outdoor sales of beer and wine (with up to 16 outdoor seats and/or 4 tables) located in zones: NC1.1, NC1.2, NC2, NC3, CC1, CC2, CC3, MU3, MU3-CB, MU5.1	ZA approval	
239	Minor Conditional Use Permit	Use	Restaurants with outdoor sales of hard alcohol (with up to 16 outdoor seats and/or 4 tables) when there is an approved CUP for indoor sales and the site is within zones: NC1.1, NC1.2, NC2, NC3, CRC-4, CC1, CC2, CC3, MU3, MU3-CB, MU5.1	ZA approval	
240	Minor Conditional Use Permit	Use	Restaurants with outdoor sales of hard alcohol (with up to 16 outdoor seats and/or 4 tables) located in zones: CRC-4	ZA approval	
241	Minor Conditional Use Permit	Use	Schools with fewer than 12 individuals in zones: MU3, MU3-CB, MU5.1	ZA approval	
242	Minor Conditional Use Permit	Use	Shared parking on a property for a change of use in an existing nonresidential building with multiple uses that have offset peak operating hours	ZA approval	
243	Minor Conditional Use Permit	Use	Small-family day care home in multi-family residential units within zones: RVL, RL, RML, RM, RH, NC1.1, NC1.2, NC2, NC3, CC1, CC2, CC3, RC2, MU3, MU3-CB, MU5.1	ZA approval	<a href="#">Per State law requirex City to allow without use permit.</a>
244	Minor Conditional Use Permit	Use	Sporting good sales in zones: NC1.1, NC1.2	ZA approval	<a href="#">Allow without use permit</a>
245	Minor Conditional Use Permit	Use	Swimming pool accessory shops in zones: NC1.1, NC1.2	ZA approval	<a href="#">Allow without use permit</a>
246	Minor Conditional Use Permit	Use	Travel agencies in zones: NC1.1, NC1.2	ZA approval	<a href="#">Allow without use permit</a>
247	Minor Conditional Use Permit	Use	Vehicle dealerships with less than 10 cars in zones: NC2, NC3, CC1, CC2, CC3	ZA approval	
248	Minor Conditional Use Permit	Use	Vehicle parts/accessory sales in zones: NC2, NC3, CC1, CC2, CC3, MU5.1	ZA approval	<a href="#">Allow without use permit</a>
249	Minor Conditional Use Permit	Use	Veterinary offices/animal hospitals <a href="#">with boarding</a> in zones: NC1.1, NC1.2	ZA approval	
250	Minor Conditional Use Permit	Exception	Waiver of 4-6 required parking spaces to change a land use in the downtown study area	ZA approval	
251	Minor Conditional Use Permit	Exception	Waiver of parking spaces for outdoor dining areas when a project requires Zoning Administrator approval	ZA approval	
252	Minor Conditional Use Permit	Exception	Waiver of parking spaces for the relocation of historic structures	ZA approval	

#	Process	Type of request	Request	Current Decision body	Initial staff ideas (changes to get early feedback)
253	Minor Conditional Use Permit	Use	Wine tasting as accessory use to sales of wine and wine related products in zones: NC 1.1, NC 1.2, NC2, NC3, CC1, CC2, CC3, CRC-4, MU3, MU3-CB, MU5.1	ZA approval	<a href="#">City Planner approval</a>
254	Minor Cultural Heritage Permit	Historic preservation	Addition 200 square feet or smaller to primary or accessory buildings on nonresidential and mixed use sites that contain a historic resource or are located within an Architectural Overlay District	ZA approval	
255	Minor Cultural Heritage Permit	Historic preservation	Addition 200 square feet or smaller to buildings on a residential site that may affect historic resources (contains or abuts a historic resource or has three or more units within 300 feet of a residential historic resource) or is located within the Architectural Overlay District	ZA approval	
256	Minor Cultural Heritage Permit	Historic preservation	Addition to accessory structure on a residential site that may affect historic resources (contains or abuts a historic resource or has three or more units within 300 feet of a residential historic resource) or is located within the Architectural Overlay District	ZA approval	
257	Minor Cultural Heritage Permit	Historic preservation	Additions to a nonconforming structure on a residential site that may affect historic resources (contains or abuts a historic resource or has three or more units within 300 feet of a residential historic resource) or located within the Architectural Overlay District	ZA approval	
258	Minor Cultural Heritage Permit	Historic preservation	Minor exterior modifications to buildings and structures on a residential site that may affect historic resources (contains or abuts a historic resource or has three or more units within 300 feet of a residential historic resource) or is located within the Architectural Overlay District	ZA approval	
259	Minor Cultural Heritage Permit	Historic preservation	Minor exterior modifications to buildings or structures on nonresidential and mixed use sites that contain a historic resource or are located within an Architectural Overlay District	ZA approval	

#	Process	Type of request	Request	Current Decision body	Initial staff ideas (changes to get early feedback)
260	Minor Cultural Heritage Permit	Historic preservation	New accessory structure on a residential site that may affect historic resources (contains or abuts a historic resource or has three or more units within 300 feet of a residential historic resource) or is located within the Architectural Overlay District	ZA approval	
261	Minor Cultural Heritage Permit	Historic preservation	New accessory structure on nonresidential and mixed use sites that contain a historic resource or are located within an Architectural Overlay District	ZA approval	
262	Minor Cultural Heritage Permit	Historic preservation	Relocation of a historic building or structure	ZA approval	
263	Minor Exception Permit	Exception	Allow a single-family dwelling (less than 1,400 square feet) to remain nonconforming when 50 percent or greater of exterior walls are removed or altered	ZA approval	
264	Minor Exception Permit	Exception	Allow duplexes to have wider than a 16 foot street curb break for tandem parking spaces	ZA approval	<a href="#">City Planner approval</a>
265	Minor Exception Permit	Exception	Allow the expansion of a nonconforming single-family dwelling, smaller than 1,400 square feet, to a maximum of 2,100 square feet without modifying standard parking in detached garages and carports to meet current codes	ZA approval	
266	Minor Exception Permit	Exception	Arbors that exceed 42 inch height limit for structures in front setback	ZA approval	
267	Minor Exception Permit	Exception	Architectural projections (cornices, awnings in residential zones, eaves, roof overhangs) that encroach into a median front yard setback	ZA approval	
268	Minor Exception Permit	Exception	Balconies, porches, decks, landing places, and stairways that encroach into a median front yard setback (applies to structures 30 inches high or taller, uncovered, open, and at-or-below main entrance level)	ZA approval	
269	Minor Exception Permit	Exception	Bay windows that encroach into a median front yard setback	ZA approval	
270	Minor Exception Permit	Exception	Continuation of a legal nonconforming side yard setback up to within 30 inches of the side property line for any stores (new or existing)	ZA approval	<a href="#">City Planner approval</a>
271	Minor Exception Permit	Exception	Fences, walls, and hedges taller than 42 inches (3 1/2 feet) in the front yard setback or within five feet of a street side yard property line	ZA approval	<a href="#">City Planner approval</a>



#	Process	Type of request	Request	Current Decision body	Initial staff ideas (changes to get early feedback)
272	Minor Exception Permit	Exception	In-bank garages that encroach into the required 18-foot street facing garage setback	ZA approval	<a href="#">City Planner approval</a>
273	Minor Exception Permit	Exception	Pools, spas, hot tubs, and other bodies of water over 18 inches deep that encroach into required setbacks	ZA approval	<a href="#">Allow in side and rear setbacks without exception. Any noise, health, and safety issues already addressed by building code and City noise ordinance.</a>
274	Minor Exception Permit	Exception	Retaining wall guardrails (that must be "open") with metal pickets wider than one inch square	ZA approval	<a href="#">City Planner approval</a>
275	Minor Exception Permit	Exception	Retaining wall guardrails (that must be "open") with pickets less than four inches apart	ZA approval	<a href="#">City Planner approval</a>
276	Minor Exception Permit	Exception	Retaining wall guardrails (that must be "open") with wood pickets wider than one and one half inch square	ZA approval	<a href="#">City Planner approval</a>
277	Minor Exception Permit	Exception	Retaining walls over six feet high (up to 8 1/2 feet) in the side yard setback, rear yard setback, and within the interior of a lot	ZA approval	Allow without exception permit nonresidential and mixed use sites since other permit is required to review aesthetics, which may include DRSC as needed
278	Minor Exception Permit	Exception	Retaining walls taller than 42 inches (3 1/2 feet) in the front yard setback or within five feet of a street side yard property line	ZA approval	Allow without exception permit on nonresidential and mixed use sites since other permit is required to review aesthetics, which may include DRSC as needed
279	Minor Exception Permit	Exception	Satellite antennas one meter wide or larger that are unable to meet minimum requirements without preventing or substantially impairing reception and incurring excessive costs	ZA approval	
280	Minor Exception Permit	Exception	Up to 10 percent increase of the permitted front yard setback encroachment for architectural projections, cornices, eaves, roof overhangs	ZA approval	
281	Minor Exception Permit	Exception	Up to 10 percent increase of the permitted front yard setback encroachment for bay windows	ZA approval	
282	Minor Exception Permit	Exception	Up to 10 percent increase of the permitted setback encroachments for balconies, porches, decks, landing places, and stairways (applies to decks 30 inches high or taller, uncovered, and open)	ZA approval	
283	Minor Exception Permit	Exception	Up to a 15 percent reduction of the required front or rear yard setback with a combined total not to exceed 20 percent	ZA approval	Narrow findings to address limited situations where setback reductions are warranted
284	Minor Exception Permit	Exception	Up to a 20 percent reduction of the required side yard setback or the yard between buildings	ZA approval	Narrow findings to address limited situations where setback reductions are warranted

#	Process	Type of request	Request	Current Decision body	Initial staff ideas (changes to get early feedback)
285	Minor Exception Permit	Exception	Up to a 25 percent reduction of the required rear yard setback for specific lots in the RL-11 and RL-12 zones, subject to a 16-foot height limit. The lots are identified in Appendix A of the Zoning Ordinance	ZA approval	
286	Minor Exception Permit	Exception	Up to five percent reduction of front yard landscaping on single-family residential lots 40 feet wide or less. The minimum landscaping area can be reduced from 50 to 45 percent.	ZA approval	
287	Minor Exception Permit	Exception	Waiver of parking spaces (1-2 spaces) and circulation requirements for historic nonresidential and mixed use structures outside of the downtown study area	ZA approval	
288	Minor Exception Permit	Exception	Waiver of parking spaces (1-2 spaces) and circulation requirements for historic structures in RM and RH zones	ZA approval	
289	Minor Exception Permit	Exception	Waiver of parking spaces (1-2 spaces) for minor additions to nonresidential and commercial portion of mixed use structures outside of the downtown study area	ZA approval	
290	Minor Exception Permit	Exception	Waiver of parking spaces (1-2 spaces) to change a land use outside of the downtown study area	ZA approval	
291	Minor Exception Permit	Exception	Waiver of parking spaces (1-5 spaces) for indoor seating in restaurants located outside the downtown study area	ZA approval	
292	Minor Site Plan Permit	Development	Add between 750 sf and 2,000 sf to nonresidential or mixed-use buildings	ZA approval	
293	Minor Site Plan Permit	Development	Addition to nonresidential or mixed-use building with < 20 ft setback from adjacent residential property lines	ZA approval	
294	Minor Site Plan Permit	Development	Addition to nonresidential or mixed-use building with < 50 ft setback from single-family house	ZA approval	
295	Minor Site Plan Permit	Use	Model home complexes and sales offices for home sales in a subdivision containing five or more units	ZA approval	<a href="#">Staff/City Planner approval</a>
296	Minor Site Plan Permit	Exception	New nonresidential or mixed-use building with < 20 ft setback from adjacent residential property lines	ZA approval	
297	Modification to approved application	Administrative	Modifications that are "insignificant"	City Planner	
298	Modification to approved application	Administrative	Modifications that are significant and are with public impact or concern	PC approval	

# Inventory of procedures

#	Process	Type of request	Request	Current Decision body	Initial staff ideas (changes to get early feedback)
299	Modification to approved application	Administrative	Modifications that are significant but are without public impact or concern	ZA approval	
300	Outdoor Dining Permit	Use	Private and public outdoor dining areas	Staff	Eliminate. Has not been enforced
301	Planning Commission Waiver of Cultural Heritage Permit	Historic preservation	Project that requires a Cultural Heritage Permit but does not have the potential (because of its scale, location, and/or nature) to adversely impact historic resources	PC approval as new business item (does not require public noticing)	This may be unnecessary if staff level review process accounts for these situations
302	Sign Exception Permit	Exception	Deviation from sign standards to allow adequate signage due to unique limitations of a site or building that restrict sign visibility	PC approval	
303	Sign Exception Permit	Signage	Freeway oriented signage	PC approval	
304	Site Plan Permit	Development	Add greater than 2,000 sf to nonresidential or mixed-use buildings	PC approval	
305	Site Plan Permit	Exception	Approval of a Planned Residential Development	PC approval	
306	Site Plan Permit	Exception	Increase allowed FAR of commercial projects to 1.0 in Mixed Use 3 (MU3) zone with the provision of a public benefit	PC approval	Delete reference to "public benefit?" Check into City Council policy comments on Pier Bowl mixed use project where reference was deleted in Specific Plan
307	Site Plan Permit	Exception	Increase allowed FAR of mixed use projects to 2.0 in Mixed Use 3 (MU3) zone with the provision of a public benefit	PC approval	
308	Site Plan Permit	Exception	Increase FAR of project that preserves a historic structure within the NC2 zone (excluding Coastal Overlay). The FAR increase may be equal to or less than the historic structure's existing square footage	PC approval	
309	Site Plan Permit	Exception	Increase FAR of project that relocates a historic structure that is in the NC2 zone (excluding Coastal Overlay). The FAR increase must be less than the historic structure's existing square footage	PC approval	
310	Site Plan Permit	Use	New golf courses in OSC zones	PC approval	
311	Site Plan Permit	Use	New nonresidential and mixed-use buildings	PC approval	
312	Site Plan Permit	Use	Tentative maps (except condominium projects)	PC approval	
313	Special Activity Permit	Use	One day event per calendar year on private property with temporary land use activities that may include beer and wine or hard alcohol consumption	Director	Allow up to 15 one-day (non-consecutive) events per calendar year with <del>Director</del> <a href="#">City Planner</a> approval. Limit to two events per month.
314	Special Activity Permit	Use	Two or more events, up to 15 per calendar year, on private property with temporary land use activities that include hard alcohol consumption	PC approval	Require PC approval for multi-day (consecutive) events that include hard alcohol

#	Process	Type of request	Request	Current Decision body	Initial staff ideas (changes to get early feedback)
315	Special Activity Permit	Use	Two or more events, up to 15 per calendar year, on private property with temporary land use activities that may include beer and wine consumption	ZA approval	Require ZA approval to allow more than 2 one-day events per month or to allow multi-day (consecutive) events that may include beer and wine consumption
316	Specific Plan Amendment	Policy change	Specific Plan amendments	PC recommendation, CC approval	
317	Specific Plan Amendment	Policy change	Initiate Specific Plan amendments	CC approval	Allow PC to initiate changes? This may be allowed or required by State law
318	Staff waiver of Minor Architectural Permit	Development	Addition of 300 square feet or smaller (since 3/21/1996) to nonconforming structures	City Planner	Increase addition size to 500 square feet, but under 50 percent of existing floor area, whichever is lower.
319	Staff waiver of Minor Architectural Permit	Development	Addition to nonconforming structures that is not visible and does not move exterior walls (e.g. loft additions, crawlspace conversions)	City Planner	
320	Staff waiver of Minor Architectural Permit	Development	Project that requires a Minor Architectural Permit but does not substantially alter the appearance or architectural integrity of a building, structure, or site	City Planner	Main ideas: 1) rework findings to provide more staff discretion to approve larger exterior changes and additions that improve properties, are consistent with Design Guidelines, that maintain or improve the architectural integrity of structures, and that are not expected to be of significant public concern to warrant a public hearing process. Examples of projects may include: paint color and finish changes (e.g. attractive but significant paint color change on commercial building), additions that are not visible when looking from public right-of-way or sensitive sites; new accessory structures and modifications (e.g. fence) within non-residential and mixed use zones. 2) Allow certain projects by right (with no permit), such as roof top equipment that is screened, solar panels (per State law cities can't require a process), windows changes that follow the Commission window policy, cool roofs (can be required by building code), upgrades to comply with disabled access requirements (ADA), accessory EV charging units with open access (to incentivize sustainability).
321	Staff waiver of Minor Cultural Heritage Permit	Historic preservation	Addition of 300 square feet or smaller (since 3/21/1996) to nonconforming structures on a site that may affect historic resources or is located within the Architectural Overlay District	City Planner	Increase addition size to 500 square feet, but under 50 percent of existing floor area, whichever is lower.
322	Staff waiver of Minor Cultural Heritage Permit	Historic preservation	Addition to nonconforming structures that is not visible and does not move exterior walls (e.g. loft additions, crawlspace conversions) and the site may affect historic resources or is located within the Architectural Overlay District	City Planner	

#	Process	Type of request	Request	Current Decision body	Initial staff ideas (changes to get early feedback)
323	Staff waiver of Minor Cultural Heritage Permit	Development	Project that requires a Minor Cultural Heritage Permit but does not substantially alter the appearance or architectural integrity of a building, structure, or site	City Planner	Main ideas: 1) rework findings to provide more staff discretion to approve larger exterior changes and additions that improve properties, are consistent with Design Guidelines <a href="#">(includes Spanish Colonial Revival standard for Architectural Overlay districts)</a> , that maintain or improve architectural and historical integrity of structures, are consistent with Secretary of Interior Standards for historic resources, and that are not expected to be of significant public concern to warrant a public hearing process. Examples of projects may include: exterior changes that restore the architectural integrity of historic resources (e.g. restore original sizing of a window on historic house), additions that can't be seen when looking at a historic resource from public right-of-way that abuts the subject site (additions under certain size?), new accessory structures and modifications (e.g. new fence on a property that abuts a historic resource and materials, size, finish are compatible like a brown wood fence). This would apply to properties that trigger historic preservation review in residential zones (like triplexes within 300 feet of a historic building), non-residential and mixed use zones, or the Architectural Overlay. 2) Allow certain projects by right with no permit that may include: windows changes that follow the Commission window policy; solar panels (Per state law, a permit can't be required), cool roofs (that are screened or required by building code), upgrades to comply disabled access requirements, accessory EV charging units with open access (in nonresidential zones only).
324	Story pole staking	Administrative	Story poles must be staked for new structures or additions that are three or more stories in nonresidential zones and Architectural Overlay	Decision body for application required	Require this at the discretion of the City Planner
325	Story pole staking	Administrative	Story poles must be staked for structures with potential to affect public view corridors from public places in the Coastal Overlay zone	Decision body for application required	Require this at the discretion of the City Planner
326	Temporary Banner Permit	Signage	Grand opening sign	Staff	
327	Temporary Banner Permit	Signage	Temporary banner (four months per calendar year)	Staff	
328	Temporary Use Permit	Use	Christmas tree and pumpkin sales lots	Staff	
329	Temporary Use Permit	Use	Construction offices for active construction projects	Staff	
330	Temporary Use Permit	Use	Large containers for active construction projects	Staff	
331	Temporary Use Permit	Use	Parking lot sales	Staff	
332	Temporary Use Permit	Use	Security quarters for active construction projects	Staff	
333	Temporary Use Permit	Use	Storage yards for active construction projects	Staff	
334	Temporary Use Permit	Use	Temporary outdoor display for grocery stores	Staff	

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#	Process	Type of request	Request	Current Decision body	Initial staff ideas (changes to get early feedback)
335	Temporary Use Permit	Use	Temporary outdoor displays for other (non-grocery) stores	Staff	Allow without permit
336	Time extension of an approved application	Administrative	Time extension for an approved application where the project changes significantly	Original decision making authority for project Director	
337	Time extension of an approved application	Administrative	Time extension for an approved application where the project does not change significantly	Director	Allow City Planner approval?
338	Variance	Exception	Deviation from Zoning Ordinance standards that is necessary to develop a property with limitations that prevent a property right others have with similar zoning requirements	PC approval	
339	Waiver of fees for historic resources and landmarks	Historic preservation	Waive development fees for historically significant properties	CC approval	
340	Zoning Administrator Waiver of Minor Cultural Heritage Permit	Historic preservation	Project that requires a Minor Cultural Heritage Permit but does not have the potential (because of its scale, location, and/or nature) to adversely impact historic resources	ZA approval as new business item (does not require public noticing)	This may be unnecessary if staff level review process accounts for these situations
341	Zoning Amendment	Policy change	Zoning Amendments	PC recommendation, CC approval	
342	Zoning Amendment	Policy change	Initiate Zoning Amendments	CC approval	Allow PC to initiate changes? This may be allowed or required by State law