

TABLE 1: EXISTING 1-2 UNIT RESIDENTIAL DESIGN REVIEW PROCESS

If the zoning district of the property is...	And the project is of the following type(s)...	Then the following Design Review process currently applies...	And the following Design Review criteria applies...	Typical Processing Time
R-1, R-10, R-20, R-30, R-35, R-40, R-50, R-60, R-70, R-80, R-90, C-10, C-25, C-27, C-30, C-35, C-40, C-45, C-51, C-52, C-55, or S-20	<ul style="list-style-type: none"> Does not involve the addition of a dwelling unit and it: <ul style="list-style-type: none"> (a) Does not require a Building Permit; or (b) Involves only the repair or replacement-in-kind of a roof; or (c) Is certified by the City Planning Department to involve: <ul style="list-style-type: none"> i. An increase or decrease in wall area, floor area, or footprint of no more than 10 percent, or ii. Only replacement-in-kind of existing building components. 	Design Review Exemption (DRX) <ul style="list-style-type: none"> Over-the-counter sign-off by Zoning staff. 	<u>"All exterior treatment matches the existing building"</u> (factors include architectural style, building shape, siding materials, window type, trim and details).	<u>1 day</u>
R-1, R-10, R-20, R-30, R-35, R-40, R-50, R-60, R-70, R-80, R-90, C-10, C-25, C-27, C-30, C-35, C-40, C-45, C-51, C-52, or C-55	<ul style="list-style-type: none"> An addition of 10% - 20% to a single-family home or duplex; or Construction of a new single-family home or duplex. 	Special Residential Design Review – Checklist (DRC) <ul style="list-style-type: none"> Staff review No neighbor notice No appeal 	<u>"Special Residential Design Review Checklist Standards"</u>	<u>40-47 days</u>
	<ul style="list-style-type: none"> An addition of 20% or more to a single-family home or duplex; or Creation of one new detached unit on a lot that has one existing unit; or Development within any one-year period, on five or more lots contiguous or across the street from each other, and submitted by same owner or designer. 	Special Residential Design Review – Discretionary (DRD) <ul style="list-style-type: none"> Staff review No neighbor notice No appeal 	<u>"Special Residential Design Review Discretionary Criteria"</u>	<u>40-47 days</u>
R-36, C-5, C-20, C-28, C-31, C-36, S-1, S-3, S-4, S-7, S-8, S-10, S-11, S-13, S-15, or S-16	<ul style="list-style-type: none"> Any addition or alteration that affects exterior appearance. 	Regular Design Review (DR) <ul style="list-style-type: none"> Staff review 300' Notification. 10 days to respond Decision appealable to Planning Commission 	<u>Regular Design Review findings (Sec. 17.136.050), plus any special design criteria for the respective zone</u>	<u>59-74 days</u>
S-18 overlay	<ul style="list-style-type: none"> An addition located on the ground floor of less than 500 square feet to a single-family home or duplex, <i>and</i> results in a cumulative floor area of less than 3,500 sq. ft. for all residential facilities on lot; <i>or</i> A balcony or deck that is either less than ten feet in depth or is not on a side or rear elevation that faces a 1- or 2-unit residence on an adjacent lot. 	Special Residential Design Review – Checklist (DRC) <ul style="list-style-type: none"> (As described above) 	<u>"Special Residential Design Review Checklist Standards"</u>	<u>40-47 days</u>
	<ul style="list-style-type: none"> An addition of 500 square feet or more to a single-family home or duplex, and results in a cumulative floor area of less than 3,500 sq. ft. for all residential facilities on lot; <i>or</i> New construction of a single-family home or duplex with a cumulative floor area of less than 3,500 sq. ft. for all residential facilities on lot; <i>or</i> An upper-story or attic addition of any size (<i>except that a balcony or deck that is less than ten feet in depth or is not on a side or rear elevation that faces a 1- or 2-unit residence on an adjacent lot triggers DRC review – see above</i>). 	Mediated Design Review (MDR) <ul style="list-style-type: none"> Pre-application review required Applicant posts notice at site, and shows plans to neighbors Applicant submits for MDR 300' Notification. 10 days to respond Opportunity for mediation Limited appeal 	<u>"Special Residential Design Review Checklist Standards and Discretionary Criteria"</u>	<u>74-141 days</u>
	<ul style="list-style-type: none"> New construction of house or duplex 3,500 sq. ft. or more in floor area; Addition to existing home that results in 3,500 sq. ft. or more of floor area; <i>or</i> New construction or addition when accompanied by a variance or use permit. 	Regular Design Review (DR) <ul style="list-style-type: none"> (As described above) 	<u>Regular Design Review findings (Sec. 17.136.050), plus same SRDR criteria above</u>	<u>59-74 days</u>

EXISTING 1-2 UNIT RESIDENTIAL DESIGN REVIEW PROCESS (CONTINUED)

S-20 overlay	<ul style="list-style-type: none"> An addition of 10% - 20% to a single-family home or duplex. 	Special Residential Design Review – Checklist (DRC) <ul style="list-style-type: none"> (As described above) 	<u>"Special Residential Design Review Checklist Standards", plus special design criteria for the S-20 overlay zone</u>	40-47 days
	<ul style="list-style-type: none"> An addition of 20% or more to a single-family home or duplex. 	Special Residential Design Review – Discretionary (DRD) <ul style="list-style-type: none"> (As described above) 	<u>"Special Residential Design Review Discretionary Criteria", plus special design criteria for the S-20 overlay zone</u>	40-47 days
	<ul style="list-style-type: none"> Construction of a new single-family home or duplex. 	Regular Design Review (DR) <ul style="list-style-type: none"> (As described above) 	<u>Regular Design Review findings (Sec. 17.136.050), plus special design criteria for the S-20 overlay zone</u>	59-74 days
Citywide	<ul style="list-style-type: none"> New construction or addition when accompanied by a Conditional Use permit; and New construction or addition when accompanied by certain types of Variances (<i>however, many minor variances can now be processed instead with an SRDR permit</i>). 	Regular Design Review (DR) <ul style="list-style-type: none"> (As described above) 	<u>Regular Design Review findings (Sec. 17.136.050), plus any special design criteria for the respective zone</u>	59-74 days

TABLE 2: PROPOSED 1-2 UNIT RESIDENTIAL DESIGN REVIEW PROCESS

If the project is of the following type(s)...	Then the following Design Review process will apply...	And the following Design Review criteria will apply...	Typical Processing Time
<ul style="list-style-type: none"> Does not require a Building Permit; Involves only repair or replacement-in-kind of existing bldg. components; Is certified by the City Planning Department to involve only: <ol style="list-style-type: none"> Structures and/or additions 12 feet or less in wall height and 15 feet or less in roof height located to the rear and/or side of a residential facility; OR An increase in floor area or footprint of no more than 10 percent; and if part of a series of addition projects, the additions do not cumulatively exceed the 10% threshold over any three-year period. <i>Addition of floor area within an existing building envelope will not be considered floor area for purposes of this requirement, except when the addition adds to or creates a 'secondary unit', or involves raising an existing structure by more than 2 feet.</i> A 'secondary unit' of 650 square feet or less in floor area located either within an existing building envelope, or resulting from new construction, addition, and/or alteration that does not exceed the exemption criteria established in items 1 or 2 above. 	<p>Design Review Exemption (DRX):</p> <ul style="list-style-type: none"> Over-the-counter sign-off by Zoning staff. 	<ul style="list-style-type: none"> Project conforms to all applicable zoning standards (as certified by Planning staff through the use of a "Zoning Conformance Checklist"); plus: All exterior treatments <i>match</i> the existing building, (as certified by staff through the use of a "Design Review Exemption Checklist"). If a project does not meet the DRX thresholds and/or review criteria, the applicable design review process listed below shall apply: 	<p><u>1 day</u></p>
<ul style="list-style-type: none"> Proposals exceeding the design review exemption thresholds and/or not conforming to exemption review criteria in any zone <u>not</u> requiring Regular Design Review and <u>not</u> on an existing 3 or more-unit site; Construction of a new single-family home or duplex when <u>not</u> accompanied by a Variance or Conditional Use Permit; or Except for a 'secondary unit', creation of one new unit on a lot that has one existing unit. Note: <i>In the S-20 overlay, alterations and additions conforming to the Historic District criteria will require Basic Design Review; whereas new construction in the S-20 will require Regular Design Review.</i> 	<p>Basic Design Review (BDR):</p> <ul style="list-style-type: none"> Applicant submits BDR application; Zoning Dept. mails applicant a prepared notice poster that must be displayed on site; Applicant provides (by mail or hand delivery) reduced sets of plans to all adjacent neighbors; Staff reviews plans for conformance with codes and criteria, and issues written decision; Decision final immediately and not appealable. 	<p>For 1 or 2 units only:</p> <ul style="list-style-type: none"> New: BDR criteria (similar to current SRDR criteria- Ch. 17.146), <i>plus -</i> New: "<i>Design Review Manual for One- and Two-Unit Housing</i>" (Designed as handout manual, w/ chapters such as: 'Site Planning'; 'Mass & Bulk'; 'Off-Site Impacts'; 'Neighborhood Fit'; 'Details and Materials'; & 'Streetscape.') <i>Chapter titles are subject to change.</i> 	<p><u>44-56 days</u></p>
<ul style="list-style-type: none"> Proposals exceeding the design review exemption threshold and/or not conforming to exemption review criteria in any zone requiring Regular Design Review or on an existing 3 or more-unit site; New construction or addition when accompanied by a Variance or Conditional Use Permit; New construction of 3 or more units, or adding unit(s) for a total of 3 or more on site; New construction or addition involving a designated City landmark, or properties in the S-7 zone; or New construction, addition, and/or alteration which creates a 'secondary unit' between 650 and 1200 sq. ft. in floor area (<i>-also requires CUP</i>). 	<p>Regular Design Review (DR):</p> <ul style="list-style-type: none"> Applicant submits DR, Variance, and/or CUP application; Zoning Dept. mails applicant a prepared notice poster that must be displayed on site; Zoning Dept. mails notice to all property owners within 300 feet. Public has <u>15 days</u> to respond; Staff reviews plans for conformance with codes and criteria, and issues a written, appealable decision. <p>Additional 1- 2 unit DR Procedures in the S-18 Zone:</p> <ul style="list-style-type: none"> Applicant provides (by mail or hand delivery) reduced sets of plans to all adjacent neighbors; Parties with concerns about project have the right to request a dispute resolution meeting attended by the applicant and chaired by staff. 	<p>For 1 or 2 units:</p> <ul style="list-style-type: none"> DR (17.136), Variance (17.148), and/or CUP (17.134) findings, <i>plus -</i> New: "<i>Design Review Manual for One- and Two-Unit Housing</i>" (same as above) <p>For 3 or more units:</p> <ul style="list-style-type: none"> DR (17.136), Variance (17.148), and/or CUP (17.134) findings, <i>plus -</i> "<i>Design Review Criteria for High Density Housing</i>" (High-Density Criteria to be revised at a later date) 	<p><u>64-79 days</u> <i>In all zones except S-18</i></p> <p><u>64-84 days</u> <i>In the S-18 zone only</i></p>