



City of Sebastopol Design Review Board Staff Report

Meeting Date: March 2nd, 2022
Agenda Item: 8A
To: Design Review Board
From: John Jay, Associate Planner
Subject: Standard Conditions of Approval
Recommendation: Provide input to Staff, recommend for approval by Council with recommendations

Introduction:

The Design Guideline Subcommittee and staff have developed a list of standard conditions of approval that can be applied to Planning projects. These Standard Conditions of Approval will help streamline condition writing for various Planning projects, both discretionary (those that go before a Board, Commission, or Council) and ministerial (those subject only to objective standards and conditions adopted by the City, such as SB35 projects), Discretionary projects such as the Planning Commission reviews would still have specific site conditions along with this document of the standard conditions. These conditions were presented to the Planning Commission February 8th, 2022, and provided comments which have been included in this document.

Discussion:

Staff has been working with all the various city departments on crafting a document that would allow all projects to have a list of standard conditions to follow. With that said, each project would still have its site-specific conditions that would accompany this document to ensure each specific project meets the City's regulations and any required criteria for approval ("Findings for Approval").

This document is being developed for several reasons: to ensure the City has appropriate "adopted objective standards and conditions" for ministerial projects; to have consistent conditions of approval for all projects; and, to streamline review by staff and by the various Commissions and Boards in the City.

The State of California has adopted various laws in the last few years that limit City discretion on certain housing projects and requires approval of such projects at a ministerial level (staff level), such as those going through a streamlined review process such as "SB35" projects. These projects can only be subject to adopted and published standards and objective guidelines. By adopting a standard set of "Conditions of Approval", the City can ensure that the City's standard conditions (normally placed on the project through a discretionary review

process, such as Design Review or review of a Conditional Use Permit) can be applied to these projects.

Additionally, staff believes the development of a standard set of conditions for all projects will help streamline review of projects, as this list of conditions will not need to be applied by staff or reviewed by decisionmakers (Commissions/Boards/Council) in detail for each application once adopted.

Staff worked with the Design Review Committee which consists of members from the Design Review Board, Planning Commission, and City Council to provide feedback on clarity and the intent of the document. That feedback was extremely valuable in that it provided staff with guidance on how members of the public would interpret this document and how it would better help developers, contractors, and homeowners.

If approved, this document would be attached to all discretionary entitlement projects as an Exhibit C and each project would still have its specific Exhibit's A "Findings for Approval" and B "Specific Conditions of Approval" (which would be only those conditions specific to the project/use). It would also be required for all ministerial planning projects.

These Standard Conditions of Approval are also scheduled for City Council review and approval. Planning staff will recommend that Council authorize future amendments to this document be done at the Planning Commission/Design Review Board level so they can be modified as needed in the future.

Recommendation:

Staff is requesting the Design Review Board review the proposed conditions of approval and provide any additional feedback that can be added or revised to make the document.

Attachments:

Standard Conditions of Approval