

Summary of Permit Review Streamlining

Background

The Glendale Community Development Department recommends streamlining the city's permit application review and regulation processes to increase their consistency, clarity, and quality. This is in response to comments that the City's permit process is cumbersome and complicated. After receiving the green light from City Council several weeks ago, staff assembled a community task force to review the department's proposals and to offer comments. Six members of GHCC participated on the task force. Based on input from an outside consultant, the task force, and other community sources, staff prepared a draft ordinance, which will be reviewed during a Planning Commission public hearing on October 2. City Council will also conduct a public hearing later this year.

Staff's streamlining recommendations focus on seven different permit review areas, including two issues of major importance to homeowner associations and the GHCC—changes to the design review process and transfer of conditional use permits (CUP) for hillside projects to the Design Review Board. It's important to note that staff's recommendations mostly involve changes to the permit review processes---not permit standards or guidelines.

Proposed Changes to Design Review

- 1) **Administrative Design Review:** Planning staff would evaluate certain projects and make decisions which are now heard by the Design Review Board. There will be no public hearing; however, the public would be able to submit comments after a 10-day notice describing the proposal is sent to HOAs and properties within 500 feet of the project. A sign will be posted in front of the project site. Appeals would be heard initially by the Design Review Board, subject to an appeal fee, and any subsequent appeal would be filed with the City Council.
- 2) Additionally, staff would have the authority to defer complex or controversial projects to the DRB for review and decision, where all existing requirements e.g., public hearing, notification, posting of the site, etc. would remain. Appeals would be heard by City Council.
- 3) Projects handled by administrative review include: a) commercial of less than 10,000 sq. ft., b) multi-family of six units or less, and c) single-family---all additions and remodels.

4) Projects handled by Design Review Board include: a) commercial of 10,000 sq. ft. or greater, b) multi-family larger than six units, c) single-family---all new buildings, and d) projects under 3 a-c above that are deferred from staff's administrative review.

Transfer Hillside CUPs to Design Review Board.

1) A Conditional Use Permit (CUP) currently is required for hillside residential projects involving a) less than an 80 foot-wide lot, b) average lot slope of 50% or greater, or c) grading of 1,500 or more cubic yards of soil.

2) Staff recommends removing the minimum 80 foot-wide lot requirement, while retaining the lot slope and grading requirements.

3) Under staff's proposed changes, the evaluation and decision on hillside projects would be transferred from the department's Public Hearing Officer to the Design Review Board. There will be a public hearing, and the public notification and opportunity for presenting comments will be the same as for any project handled by the Design Review Board.

Prepared by
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