



**LODI CITY COUNCIL**  
**Carnegie Forum**  
305 West Pine Street, Lodi

**"SHIRTSLEEVE" SESSION**

**Date: August 5, 2008**

**Time: 7:00 a.m.**

For information regarding this Agenda please contact:

**Randi Johl**

**City Clerk**

**Telephone: (209) 333-6702**

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**Informal Informational Meeting**

**A. Roll Call by City Clerk**

**B. Topic(s)**

B-1 Receive Information Regarding Amending the Section of the Lodi Zoning Ordinance Dealing with Site Plan and Architectural Review (CD)

**C. Comments by Public on Non-Agenda Items**

**D. Adjournment**

Pursuant to Section 54954.2(a) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day.

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Randi Johl  
City Clerk



# CITY OF LODI COUNCIL COMMUNICATION

**AGENDA TITLE:** Receive Information Regarding Amending The Section Of The Lodi Zoning Ordinance Dealing With Site Plan & Architectural Review.

**MEETING DATE:** August 5, 2008

**PREPARED BY:** Community Development Department

**RECOMMENDED ACTION:** Receive information regarding the amending of the Lodi Zoning Ordinance to allow for a change in the way site plan & architectural reviews are conducted.

**BACKGROUND INFORMATION:** The Lodi Zoning Ordinance Chapter 17.81 establishes the requirement for certain categories of building projects to undergo a formal site plan and architectural review by the City. The Zoning Ordinance establishes the Site Plan and Architectural Review Committee (SPARC) as the body that will conduct the required site plan and architectural review. The Planning Commission has recommended that the Zoning Ordinance be amended to permit a change in the way design reviews are conducted.

Currently, the Site Plan and Architectural Review Committee has the responsibility to review all projects that are required to undergo a formal design review process. In recent years, there has been some discussion regarding whether there was a better process for reviewing the site plan and architectural merits of a new project. The issue has surfaced largely as a result of isolated incidents when conflicting conditions were placed on projects reviewed by both the Planning Commission and SPARC. This situation can result when a project is reviewed by the Planning Commission for a Use Permit or other discretionary approval and the project is approved with a set of conditions. SPARC then reviews the project, and based on the review establishes an additional set of conditions. While conflicting conditions are an infrequent situation, the Planning Commission requested staff explore whether there might be a better process to review new building projects to avoid this situation.

**Staff concludes there are three alternatives. They are as follows:**

**1. Eliminate SPARC**

In this alternative, SPARC would cease to exist and all site plan and architectural reviews would be handled by the Planning Commission (PC). This would mean that the PC would review the site plans and architectural elevations for building projects that come before the Commission for a discretionary review such as a Use Permit or Variance. The PC would review the design and land use aspects of a project. In addition, the PC would also review projects that only require SPARC approval. As an alternative, non-discretionary projects could be reviewed by City staff.

**2. Divide the current duties of SPARC between the Planning Commission and SPARC**

In this alternative, the duties of site plan and architectural review would be split between the Planning Commission and SPARC. The PC would review the site and architectural design of all

APPROVED: \_\_\_\_\_  
Blair King, City Manager

building projects that come before the PC for discretionary review. The applicant would obtain both discretionary land use, site plan, and architectural review approval from the PC and would be subject to a single set of conditions. Projects that do not require discretionary approval would continue going to SPARC for site plan and architectural review and SPARC would develop the conditions of approval for the particular project.

### 3. Maintain the current SPARC system with better guidelines

In this alternative, the current duties of SPARC would remain largely unchanged. SPARC, however, would be provided with a more extensive set of guidelines to assist their review of building plans. In addition to updated and more extensive design and site plan guidelines, a provision could be included that would restrict the ability of SPARC to modify any prior Planning Commission conditions on a project without the consent of the PC. For projects that do not go to the Planning Commission, SPARC would be free to use their discretion on crafting approval conditions based on the new guidelines.

The Planning Commission is recommending Option 2, which is to divide the current duties of site plan and architectural review between the Planning Commission and SPARC. If an item requires discretionary approval from the Planning Commission, the PC would also review the design aspects of the project. If the project only needs site plan and architectural review, the design review will be conducted by SPARC. This process will streamline the design review process and provide the applicant with a consistent set of requirements and conditions as part of the review process.

In order to implement the proposed change, the section of the Zoning Ordinance regulating site plan and architectural review will need to be amended to clarify the new responsibilities of the Planning Commission and the Site Plan and Architectural Review Committee in the design review process. The proposed changes are reflected in Exhibit A.

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Peter Pirnejad  
Co-Interim Community Development Director

Attachment

1. Proposed Amended Ordinance

## Proposed Amended Ordinance

### Chapter 17.81 SITE PLAN AND ARCHITECTURAL APPROVAL

17.81.010 Purpose.

17.81.020 Committee established.

17.81.030 Required.

17.81.040 Application.

17.81.050 Maps and drawings.

17.81.060 Committee action.

17.81.070 Appeal from committee.

#### **17.81.010 Purpose.**

The purpose of site plan and architectural review and approval is to ensure compliance with this title (i.e. zoning ordinance) and to promote the orderly development of the City; the stability of land values; investment and the general welfare; and to help prevent the impairment or depreciation of land values and development by the erection of structures, additions or alterations thereto without proper attention to good site planning and architectural appearance. (Prior code § 27-18(a))

#### **17.81.020 Committee established.**

There is established a site plan and architectural review committee (SPARC) to assist the planning commission in reviewing site plans and architectural drawings. The membership of the committee shall consist of five members. Four of the members shall be appointed to four-year, overlapping terms by the Mayor with the approval of the City Council. The fifth member shall be a member of the Planning Commission and appointed by the Planning Commission to serve a one year term on the committee. (Prior code § 27-18(b))

#### **17.81.030 Required.**

Site plan and architectural approval is required for the following uses:

- A. Residential building proposed to be erected in areas zoned R-GA, R-MD, R-HD, R-C-P, C-1 and C-2, except single-family dwellings, duplexes and triplexes.
- B. Commercial-professional offices and institutional buildings proposed to be erected in areas zoned R-C-P and C-1.
- C. Nonresidential buildings proposed to be erected in areas zoned C-1, C-2 and C-M.
- D. Nonresidential buildings proposed to be erected in areas zones M-1 and M-2 which abut upon areas zones R-1, R-2, R-GA, R-MD, R-HD, R-C-P, C-1 and C-2.
- E. Any use requiring a use permit (Ord. 1353 § 1, 1985: prior code § 27-18(c)); or when the Planning Commission or City Council requires a site plan and architectural review as a condition of a discretionary permit.

**17.81.040 Application.**

An application for site plan and architectural review shall be made by the property owner or agent on an application form provided by the City. (Prior code § 27-18(d))

**17.81.050 Maps and drawings.**

The following maps and drawings, in duplicate, shall be submitted that show the following:

- A. A site plan of the proposed structures that compliment the neighborhood and preserve light and air on adjoining properties;
- B. Landscaping and/or fencing of yards and setback area, use of landscaping and/or wall or fencing for screening purposes;
- C. Design of ingress and egress;
- D. Off-street parking and loading facilities;
- E. Drawings or sketches of the exterior elevations;
- F. Designation of location of existing fire hydrants. (Prior code § 27-18(e))

**17.81.060 Site Plan and Architectural Review.**

A. If a project falls into one of the categories of projects listed in Section 17.81.030 and requires site plan and architectural review, the review of the proposed building project will be done in the following manner:

1. Planning staff shall review the Site Plan and Architectural Review application to determine if the project requires discretionary approval (use permit, variance, etc.) from the Planning Commission in addition to site plan and architectural review.
2. If a project is determined to require a discretionary approval from the Planning Commission, the Planning Commission shall also be the body that reviews and approves the site plan and architectural design of the project.
3. If a project falls into one of the categories listed in Section 17.81.030 but does not require a discretionary approval from the Planning Commission, the required review and approval of the Site Plan and Architectural Review application submittal and plans shall be conducted by the Site Plan and Architectural Review Committee (SPARC). The approval body, whether the Planning Commission or SPARC shall have the function, duty and power to approve or disapprove; or to approve subject to compliance with such modifications or conditions as it may deem necessary to carry out the purpose of these regulations, the external design and site plan of all proposed new buildings or structures for which site plan and architectural approval are required. The approval body shall impose such conditions as are necessary to carry out policies adopted by ordinance or resolution of the City Council.

B. Upon approval of submitted plans and after the expiration of the ten day appeal period, the building inspector can issue a permit for such building; provided that all other provisions of law have been complied with and except as otherwise herein provided for buildings requiring use permits or on items appealed to the Planning Commission and/or City Council. (Prior code § 27-18(f))

**17.81.070 Appeals.**

Any actions of the Site Plan and Architectural Review Committee on matters referred to in this chapter may be appealed to the Planning Commission by filing, within ten business days, a written appeal to the Community Development Director. Any action of the Planning Commission on matters referred to in this chapter may be appealed to the City Council by filing, within ten business days, a written appeal to the City Clerk. The appeal shall be processed in accordance with Chapter 17.88, Appeals, of the Lodi Municipal Code. (Ord. 1757 § 1 (part), 2005)