

Planning Commission Reports

Recommendations:

This is the summary of staff recommendations for all related cases, by case number. For each case, other related cases that are required for approval are noted. Recommendations include:

1. Denial;
2. Denial. If approved, subject to conditions;
3. Approval;
4. Approval, subject to conditions;
5. No Recommendation.

Notification:

This is a summary of the notifications sent and responses received by the department as of the date of publication of the report.

Conditions:

These include standard conditions of approval, and additional conditions as needed, for each case.

Project Description:

The project description should give the reader a general overview of the application, and answer the question: what are they asking for? It should be short, concise and to the point. It should also be written using layman's terms that are readily understood by the general public and should not simply restate the advertised Hansen headers. Major issues (i.e. lack of permits, requests for Waivers or Exceptions, related items that are required for approval, etc.) should be bullet-pointed for clarity.

Analysis:

This is an in-depth, technical analysis of the proposed project, noting where and how it does or does not comply with City codes.

1. Each case should be analyzed on its own merits, with consideration given to the impact of related cases. For instance, a Rezoning should be analyzed based on the General Plan designation of the property, surrounding zoning districts and compatibility of uses allowed. Any related Site Development Plan Review should not be considered when making a recommendation for the Rezoning; however, if the Rezoning is required for approval of the SDR, it will impact that recommendation.
2. Provide a technical analysis of the project issues, not simply a description of the submitted plans, elevations, etc., including:
 - a. What's there? – Is the site undeveloped, or does it contain structures? Are the structures currently used or vacant? Is a proposed use new, or does it exist elsewhere on the site?
 - b. What's legal? – Are there any structures on the site that are constructed without permits (this is essential for requests for Variances, etc. where there are existing structures)? Has the application been submitted as a result of an enforcement action?
 - c. Does the proposal meet all requirements of the General Plan, Title 19 and all other applicable Master or Special Area plans?
3. Provide an impact analysis for approval or denial of the request (i.e. what impact will a project have on adjacent properties?). The impact analysis should be limited to land use issues only, and should not speculate on financial impacts, such as property values, legal impacts or what could/might happen. The alternative(s) if the application is denied should be provided, i.e. removal of an existing structure, redesign of an existing/proposed structure prior to obtaining permits, etc.

Submitted At Meeting

Date 5/24/16 **Item** 7

Findings:

Findings are required for every case and must address the criteria noted in Title 19.16. The findings should be based on the analysis, and not just repeat it. They should be concise and to the point.

Tables:

1. The tables contained in the reports should stand on their own.
2. If items within tables are specific to an application, make the connection clear (i.e. a project may be deemed a Project of Regional Significance for a Special Use Permit application only, but not for related items).
3. Limit the use of asterisks and notes; where required, they should be kept short and concise. For example, if a table indicates that a development standard is not in compliance due to previous actions, a note could be added that states "As approved by Site Development Plan Review (SDR-XXXXX)" or "The structure is a legal, non-conforming structure for front yard setback". A full description of the action is not necessary.
4. If a table indicates that a development standard is not in compliance, but it is the subject of the application request, no note is needed as the issue will be addressed in the Analysis section. If a non-compliance issue is to be corrected by condition, the note "By Condition" will be added in the compliance section. If additional explanation is necessary, address the issue more fully in the analysis section.
5. Eliminate excess information such as building permits or business licenses that are irrelevant to the application request, or any other line items that are not applicable.
6. Ensure that all neighborhood meeting results are included in the report tables. If a meeting is held after the reports are completed, make sure that the results are included in the "blue sheet" updates for the commission meeting.
7. When possible, tables should be presented on a single page for clarity. If a table runs onto a second page, the table headers should be carried over as well.