

## 17.72.010 - Architectural review.

- A. Intent and Purpose. To provide flexibility in the placement and interrelationship of structures and uses subject to architectural review; to provide for the implementation of sound site plan design concepts while maintaining the overall intensity of land use and density of population; to review the site plan of those uses which are not intrinsically objectionable to the predominant use category of the district, but which have inherent characteristics which, if not properly handled, have potentials for becoming detrimental to the health, safety, or general welfare of the public, or to neighboring land uses; to determine whether or not a proposed development will properly comply with the architectural guidelines of the city and the provisions and development standards required by this chapter or as prescribed by the planning director, or other authorized agent; to improve the quality of development and to provide a mechanism whereby the city can insure well-designed development.
- B. Submission of Site Plan. Any use, development of land, structure, building or modification of standards requiring the submission of a site plan for architectural review shall not be established, modified or otherwise altered. No certificate of occupancy shall be issued until all of the requirements of this section have been met. Continued conformance with such a plan and such requirements shall be a condition of any certificate of occupancy.
- C. Required Plans or Documents.
1. A site plan for any use, development of land, structure, building or modification of standards that involves architectural review.
  2. Such other forms or documents as are necessary to determine compliance with the provisions of this chapter or any conditions that the planning director or planning commission may impose in granting an approval of the requested use, development or modification.
- D. Application Forms.
1. The planning director shall prescribe the form for applications and site plans, and the information to be included in the required site plan for architectural review.
- E. Required Information. Applications involving architectural review shall contain site plans as set forth in Section 17.62.010.
1. Projects Subject to Pre-Application Review. All projects subject to pre-application review, pursuant to Section 17.77.020, shall complete the pre-application review process prior to submitting a formal development application. A copy of the pre-application review written report shall be submitted along with the application for architectural review.

- F. Approving Authority and Basis for Approval of Architectural Review. Attachment 2
1. For Architectural Review involving (i) Not more than three single family residences pursuant to Section 17.16.030(C) and new one-family and two-family dwelling units pursuant to Section 17.18.030F1 (ii) five hundred (500) square feet of new multifamily residential square footage or less or (iii) two thousand (2,000) square feet of new commercial/industrial square footage or less, the planning director shall be the reviewing and approval authority. For all other architectural review, the planning commission shall be the approving authority.
  2. Development to comply with provisions of this chapter. Every use, development of land and application of development standards shall take place in compliance with all applicable provisions of this chapter.
  3. Compatibility with neighboring property. Every use, development of land and application of architectural guidelines and development standards shall be considered on the basis of the suitability of the site for a particular use or development intended, and the total development, including the prescribed development standards, shall be so arranged as to avoid traffic congestion, insure the protection of public health, safety and general welfare, prevent adverse effects on neighboring property and shall be in accord with all elements of the general plan.
- G. *Reserved.*
- H. Action Upon Site Plans. The planning director or planning commission, whichever is applicable, acting upon any site plans offered for review as provided in this chapter, shall either:
1. Approve; or,
  2. Approve with modification and conditions; or,
  3. Disapprove the proposed site plan, development or modification as requested in the application.
- I. Notice of Action on a Site Plan.
1. Notification to the Applicant. The planning director shall notify the applicant by mail of the action taken on the application.
  2. Appeal. In the event the applicant does not agree with the action taken on a site plan by the planning director or planning commission, he may appeal such decision (to the planning commission if a decision of the planning director, and to the city council if a decision of the planning commission). Such appeal shall be filed within fifteen (15) days after the date on which the determination was mailed. The decision of the city council shall be final.
- J. Expiration of Architectural Approval.
1. Architectural approval shall expire three hundred sixty-five (365) days from approval unless the applicant has: obtained a building permit; paid all applicable fees; commenced

construction; and is diligently pursuing completion. A cessation of construction for a period of more than thirty (30) consecutive days shall be presumed to be nondiligent. Attachment 2

2. The architectural review approval that has been granted, but not been exercised within one year, may be renewed for three one year time extensions only if an application stating reasons for renewal is filed with the planning director at least ten (10) days prior to one year after the effective date of the architectural review approval. The original approving authority for the architectural review (planning director or planning commission) shall render a decision regarding an extension. If an applicant requests a time extension after the architectural review approval has expired, a retroactive time extension may be approved; however the application fees are double. In the event that the planning director or planning commission acts to renew an architectural approval, the planning director or planning commission may impose any additional conditions on the architectural approval as a condition of its renewal. In the event that such additional conditions are not acceptable to the applicant and/or owner, the planning director or planning commission shall deny the renewal.
3. The criteria for granting a three hundred sixty-five (365) day extension are:
  - a. No significant change has occurred in the surrounding neighborhood;
  - b. The project conforms to existing and any new building and zone requirements;
  - c. A request for the extension is properly filed with the planning director ten (10) days or more prior to expiration; and
  - d. The applicant states upon affidavit the reasons requiring an extension and such other criteria as the planning department shall set forth in the application.
4. The planning director or planning commission shall grant the extension if good cause is set forth in the application.

(Ord. 1004-(2) § 3, 2008; prior code § 080.10)

(Ord. No. 1087, § 5, 5-25-16)