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Development Review Services
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Staff Level Design Review for Single Family Additions Designed by Non-Architects

Background: The “oversized home” regulations (Ordinance No. 2005, adopted November 19, 2002) revised the thresholds that determine when a project would require Design Review to include single-family additions that meet or exceed specified size standards. The Design Review provisions of the “oversized home” regulations have significantly increased the number of Design Review applications received by the Planning Division.

Design Review Commission Resolution No. 1367 (adopted September 3, 1986) delegates certain small, non-controversial Design Review projects to staff, including review of new single-family custom homes prepared by registered architects, and thereby reduce application processing time. At the time DRC Resolution No. 1367 was adopted, Design Review was not required for single-family additions.

Currently, the Community Development Department regularly receives plans for single-family additions prepared by non-architects which trigger an application for Design Review by virtue of the size of the addition. Section 10-2.4.1210 of the Zoning Ordinance authorizes the Planning Manager to approve, conditionally approve, or deny applications that the Commission determines to be minor.

Action: Single-family residential additions that are consistent with adopted Design Guidelines may be approved at staff level at the conclusion of a ten-day public notice and comment period on the proposed project. If significant public comment or controversy is received during the 10-day comment period, the Planning Manager may determine to require the single-family residential addition project be reviewed and approved by the Design Review Commission.