

# ARTICLE IV

## Land Use and Development Permits

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## **CHAPTER 22.40 – APPLICATION FILING AND PROCESSING, FEES**

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### **Sections:**

- 22.40.010 – Purpose of Chapter
- 22.40.020 – Review Authority for County Land Use and Zoning Decisions
- 22.40.030 – Application Submittal and Filing
- 22.40.040 – Establishment of Application Fees
- 22.40.050 – ~~Initial~~ Application Review for Discretionary Permits
- 22.40.052 – ~~Initial~~ Application Review for Ministerial Planning Permits
- 22.40.055 – Review of Previously Denied Applications
- 22.40.060 – Environmental Review
- 22.40.070 – Staff Report and Recommendations
- 22.40.080 – Post Approval

### **22.40.010 – Purpose of Chapter**

This Chapter provides procedures and requirements for the preparation, submission, filing, and initial processing of development applications, land use permits, and other entitlements required by this Development Code. The procedures and requirements for the preparation, submission, and filing of applications established by the Subdivision Map Act are contained in Article VI (Subdivisions).

### **22.40.020 – Review Authority for County Land Use and Zoning Decisions**

State law (Government Code Sections 65900 et seq.) provides authority for the County to establish procedures to ensure that the purposes of this Development Code are achieved. Table 4-1 (Review Authority) identifies the County official or authority responsible for reviewing and making recommendations and decisions on each type of discretionary permit, entitlement, or amendment, as well as the proper authority to administer appeals.

In any case where a project involves applications for more than one entitlement, and entitlements require review and approval by different review authorities, all entitlements shall be reviewed and decided upon by the highest Review Authority. For example, where a project involves applications for a Use Permit (normally approved by the Zoning Administrator), and a Tentative Map proposing five or more parcels (normally approved by the Planning Commission), both applications shall be reviewed and decided by the Planning Commission.

**TABLE 4-1  
REVIEW AUTHORITY FOR DISCRETIONARY APPLICATIONS**

Type of Permit or Decision	(1)-(2) Role of Review Authority			
	(3) Director	(3) Zoning Administrator	Planning Commission	Board of Supervisors
Coastal Permit, Administrative	Decide		Appeal Action	Appeal Action
Coastal Permit, Public Hearing	Recommend	Decide	Appeal Action	Appeal Action
Community or Countywide Plan Amendment	Recommend		Recommend	Decide
Design Review	Decide		Appeal Action	Appeal Action
Development Code Amendment	Recommend		Recommend	Decide
Floating Home Adjustment Permit	Decide		Appeal Action	Appeal Action
Floating Home Architectural Deviation	Decide		Appeal Action	Appeal Action
Interpretations	Decide		Appeal Action	Appeal Action
Lot Line Adjustment	Decide		Appeal Action	Appeal Action
Master Plan	Recommend		Recommend	Decide
Precise Development Plan	Decide		Appeal Action	Appeal Action
Sign Review	Decide		Appeal Action	Appeal Action
Temporary Use Permit	Decide		Appeal Action	Appeal Action
Tentative Map	Recommend	Decide	Appeal Action	Appeal Action
Tidelands Permit	Decide		Appeal Action	Appeal Action
Tree Removal Permit	Decide		Appeal Action	Appeal Action
Use Permit	Recommend	Decide	Appeal Action	Appeal Action
Variance	Decide		Appeal Action	Appeal Action
Zoning Map Amendment	Recommend		Recommend	Decide

**Notes:**

1. "Recommend" means that the Review Authority makes a recommendation to the decision-making body; "Decide" means that the Review Authority makes the final decision on the matter; "Appeal Action" means that the Review Authority may consider and decide upon appeals of the decision of an earlier decision-making body, in compliance with Chapter 22.114 (Appeals).
2. In any case where a project involves applications for more than one entitlement, and entitlements require review and approval by different review authorities, all entitlements shall be reviewed and decided upon by the highest Review Authority.
3. In some circumstances, the adopted fee schedule may indicate a specific level of permit with terms such as "minor", "regular", or "major". These terms are used for the purpose of establishing fees but do not change the underlying permit type or findings necessary for approval.
3. The Director or Zoning Administrator may refer any matter subject to the Director's or Zoning Administrator's decision to the next highest authority, so that the next highest Review Authority may instead make the decision.

## 22.40.030 – Application Submittal and Filing

- A. Applicability.** This Section shall apply to the submission and processing of the following development applications:

### **1. Discretionary Permit Applications**

- ~~a~~1. Design Reviews;
- ~~b~~2. Floating Home ~~Exceptions~~ Adjustment Permits and Architectural Deviations;
- ~~c~~3. Master Plans ~~or Precise Development Plans~~;
- ~~d~~4. Temporary Use Permits;
- ~~e~~5. Tentative Maps and Vesting Tentative Maps;
- ~~f~~6. Lot Line Adjustments;
- ~~g~~7. ~~Site Plan~~ Tidelands ~~Reviews~~ Permits;
- ~~h~~8. Tree Removal Permits;
- ~~i~~9. Use Permits;
- ~~j~~10. Variances; and
- ~~k~~11. Sign Reviews.

### **2. Ministerial Planning ~~Permit Applications~~ Decisions**

- ~~1~~ a. Certificates of Compliance
- ~~2~~ b. Homeless Shelter Permits
- ~~3~~ c. Large Family Day-care Permits
- ~~d~~3. ~~Residential Accessory Dwelling Unit and Junior Accessory Dwelling Unit~~ Second Unit Permits
- ~~e~~4 Sign Permits
- ~~f~~5. Use Permit Renewals
- ~~g~~ Permit exemptions

- B. Eligibility for submittal of an application.** Development applications may be made only by an owner or lessee of real property, an agent of the owner or lessee, or a person who has entered into a contract to purchase or lease real property contingent on the ability to obtain certain development approvals under this Development Code. All ownership interests shall be parties to the application.

- C. Required contents.** Each development application and other matters pertaining to this Development Code shall be submitted by an eligible person to the Agency. The application shall be made on the County application form available from the Agency's public information counter, and shall include all required fees, plans, reports, and other information listed on the Agency's published submittal requirements. Additional information may be required.
- D. Application complete.** A development application shall be considered complete and filed for processing when it has been determined to be complete in compliance with Section 22.40.050 (Initial Application Review for Discretionary Permits) and 22.40.052 (Initial Application Review for Ministerial Planning Permits).

### **22.40.040 – Establishment of Application Fees**

The Board shall, ~~by ordinance,~~ establish a schedule of fees for the processing of the development applications, permits, amendments, and other matters pertaining to this Development Code. The Board may change or modify the schedule of fees from time to time, ~~by ordinance.~~ The processing of an application filed in compliance with this Development Code shall not commence until all required fees and deposits have been received by the Agency.

### **22.40.050 – ~~Initial~~ Application Review for Discretionary Permits**

- A. Applicability.** This Section shall apply to the types of Discretionary Permits listed in Section 22.40.030 (Application Submittal and Filing).
- B. Processing of an application.** All discretionary permit applications submitted to the Agency, in compliance with this Development Code, shall be initially processed as described below. More than one application may be required for proposed projects requiring more than one type of entitlement or approval.
- 1. Referral of application.** A discretionary permit application submitted, in compliance with this Development Code, may be referred to any public agency or other organization that may be affected by, or have an interest in, the proposed land use or development project. The purpose of the referral is to provide other public agencies and organizations the opportunity to provide their comments on aspects of the proposed project which are of concern or interest. Recommended conditions of approval from referral agencies will be considered when making a decision on a development application.

The referral shall be made at the discretion of the Director, or where otherwise required by this Development Code, State, or Federal law.

Examples of agencies and organizations which often receive referred applications for comment are fire protection districts, the County Open Space District, the Department of Public Works, the Department of Environmental Health, utility and public service agencies, school districts, the Army Corps of Engineers, the California Department of Fish and Game, local advisory design review boards, the cities and towns of Marin, and other community associations.

- 2. Completeness review.** Within 30 days of receiving a discretionary permit application(s) for processing, the Agency shall review the application(s) for completeness and accuracy of required information before it is accepted as being complete and officially filed. See



Section 22.40.030.C (Application Submittal and Filing – Required contents) for further information.

3. **Completeness determination.** A discretionary permit application will be deemed to be complete when the applicant has submitted all of the information and fees required by the Agency for completeness. This determination shall be made, by the Agency, within 30 days; otherwise, the application will be deemed complete. The determination of completeness for a discretionary permit application that requires a legislative action shall be made within 30 days after action on the legislative decision by the Marin County Board of Supervisors. A determination of completeness for environmental review purposes may precede legislative actions in compliance with the California Environmental Quality Act.

When an application is determined to be incomplete, the applicant may complete and resubmit the application, and the Agency shall make a determination of the completeness of the resubmitted application within 30 days. The time used by the applicant to submit the additional required information shall not be considered part of the time within which the determination of completeness shall occur. The time available to the applicant for submittal of additional information is limited by Section 22.40.050.B.5 (Initial Application Review – Expiration of application), below.

This section is intended to carry out Government Code section 65943, and nothing precludes the applicant and the County from mutually agreeing to an extension of any time limit provided by Government Code 65943.

4. **Notification of applicant.** The Agency shall inform the applicant in writing within 30 days following the submission of the application(s) that:
  - a. The application is complete and has been accepted for filing~~processing~~; or
  - b. The application is incomplete and that additional information, specified in the written notice, shall be provided by the applicant.
5. **Expiration of application.** If the information required by the Agency, for completeness review, is not submitted within the time limits listed below, the discretionary permit application shall expire unless the applicant requests an extension prior to the expiration date, and the Director grants the extension.
  - a. **General time limit.** An incomplete discretionary permit application shall expire 30 days following the date the Agency provides written notice that the application is incomplete, unless the Director grants extensions, not to exceed one year. This time limit shall not apply to Section 22.40.050.B.5.b (Initial Application Review for Discretionary Permits – Enforcement cases) below.
  - b. **Enforcement cases.** An incomplete discretionary permit application, submitted to resolve a code enforcement matter, shall expire 30 days following the date the Agency provides written notice that the application is incomplete, unless the Director grants extensions not to exceed a total of 90 days. See Chapter 22.122 (Enforcement of Development Code Provisions) for further information.
6. **Time extension request.** The applicant may request additional time to submit the information required by the Agency to determine completeness of the application. The

applicant shall request an extension, in writing to the Director, prior to the expiration of the time limit for completeness, as stated in Section 22.40.050.B.5 (Initial Application Review – Expiration of application), above.

7. **Resubmittal after expiration of application.** In the event that a discretionary permit application expires, the applicant may submit a new application, and all required fees, to the Agency in compliance with this Development Code, and the application review process will begin again.
8. **Appeal of determination.** The applicant and others may file an appeal of the Agency's completeness determination, in compliance with Chapter 22.114 (Appeals).
9. **Summary Denial.** In those instances where a discretionary application is subject to environmental review, but is not consistent with the mandatory findings for approval, a summary denial of the project may be issued before conducting environmental review.
- ~~10.~~ **Additional information required for environmental review.** After a discretionary permit application has been determined to be complete, the Agency may require the applicant to submit additional information necessary to conduct environmental review of the project, in compliance with Section 22.40.060 (Environmental Review), below.

#### **22.40.052 – ~~Initial~~ Application Review for Ministerial Planning Permits**

- A. **Applicability.** This Section shall apply to the types of Ministerial Planning Permits listed in Section 22.40.030 (Application Submittal and Filing).
- B. **Processing of an application.** All ministerial planning permit applications submitted to the Agency, in compliance with this Development Code, shall be initially processed as described below. More than one application may be required for proposed projects requiring more than one type of entitlement or approval.
  1. **Referral of application.** A ministerial planning permit application submitted, in compliance with this Development Code, may be referred to any public agency or other organization that may be affected by, or have an interest in, the proposed land use or development project. The purpose of the referral is to provide other public agencies and organizations the opportunity to provide their comments on aspects of the proposed project which are of concern or interest. Recommended conditions of approval from referral agencies will be considered when making a decision on a development application.
 

The referral shall be made at the discretion of the Director, or where otherwise required by this Development Code, State, or Federal law.
  2. **Completeness review.** After receiving a ministerial planning permit application(s) for processing, the Agency shall review the application(s) for completeness and accuracy of required information before it is accepted as being complete and officially filed. See Section 22.40.030.C (Application Submittal and Filing – Required contents) for further information.
  3. **Completeness determination.** A ministerial planning permit application that requires a ministerial decision will be deemed to be complete when the applicant has submitted all of the information and fees required by the Agency for completeness.

When a ministerial planning permit application is determined to be incomplete, the applicant may complete and resubmit the application, and the Agency shall make a determination of the completeness of the resubmitted application. The time used by the applicant to submit the additional required information shall not be considered part of the time within which the determination of completeness shall occur. The time available to the applicant for submittal of additional information is limited by Section 22.40.052.B.7 (Initial Application Review for Ministerial Planning Permits – Resubmittal after expiration of application), Resubmittal after expiration of application, below.

4. **Notification of applicant.** The Agency ~~should~~ inform the applicant in writing following ~~the submission and subsequent review of a submitted~~ the ministerial planning permit application(s) that:
  - a. The application is complete and has been accepted for ~~filing~~ processing; or
  - b. The application is incomplete and that additional information, specified in the written notice, shall be provided by the applicant.
5. **Expiration of application.** If the information required by the Agency, for completeness review, is not submitted within the time limits listed below, the ministerial planning permit application shall expire unless the applicant requests an extension prior to the expiration date, and the Director grants the extension.
  - a. **General time limit.** An incomplete ministerial planning permit application shall expire 30 days following the date the Agency provides written notice that the application is incomplete, unless the Director grants extensions, not to exceed one year. This time limit shall not apply to Section 22.40.052.B.5.b (Initial Application Review for Ministerial Planning Permits – Enforcement cases) below.
  - b. **Enforcement cases.** An incomplete ministerial planning permit application, submitted to resolve a code enforcement matter, shall expire 30 days following the date the Agency provides written notice that the application is incomplete, unless the Director grants extensions not to exceed a total of 90 days. See Chapter 22.122 (Enforcement of Development Code Provisions) for further information.
6. **Time extension request.** The applicant may request additional time to submit the information required by the Agency to determine completeness of the application. The applicant shall request an extension, in writing to the Director, prior to the expiration of the time limit for completeness, as stated in Section 22.40.052.B.5 (Initial Application Review Ministerial Planning Permits – Expiration of application), above.
7. **Resubmittal after expiration of application.** In the event that a ministerial planning permit application expires, the applicant may submit a new application, and all required fees, to the Agency in compliance with this Development Code, and the development review process will begin again.
8. **Timing of Decisions.** If any discretionary permits are required for a project in addition to a ministerial planning permit, then the ministerial planning permit shall not be issued until ~~a~~ final decisions on all discretionary permits have been rendered and their applicable appeal periods have elapsed.

- 9. Decision.** The Director shall make all determinations regarding ministerial planning permits. The Director's determinations regarding ministerial planning permits are not appealable.

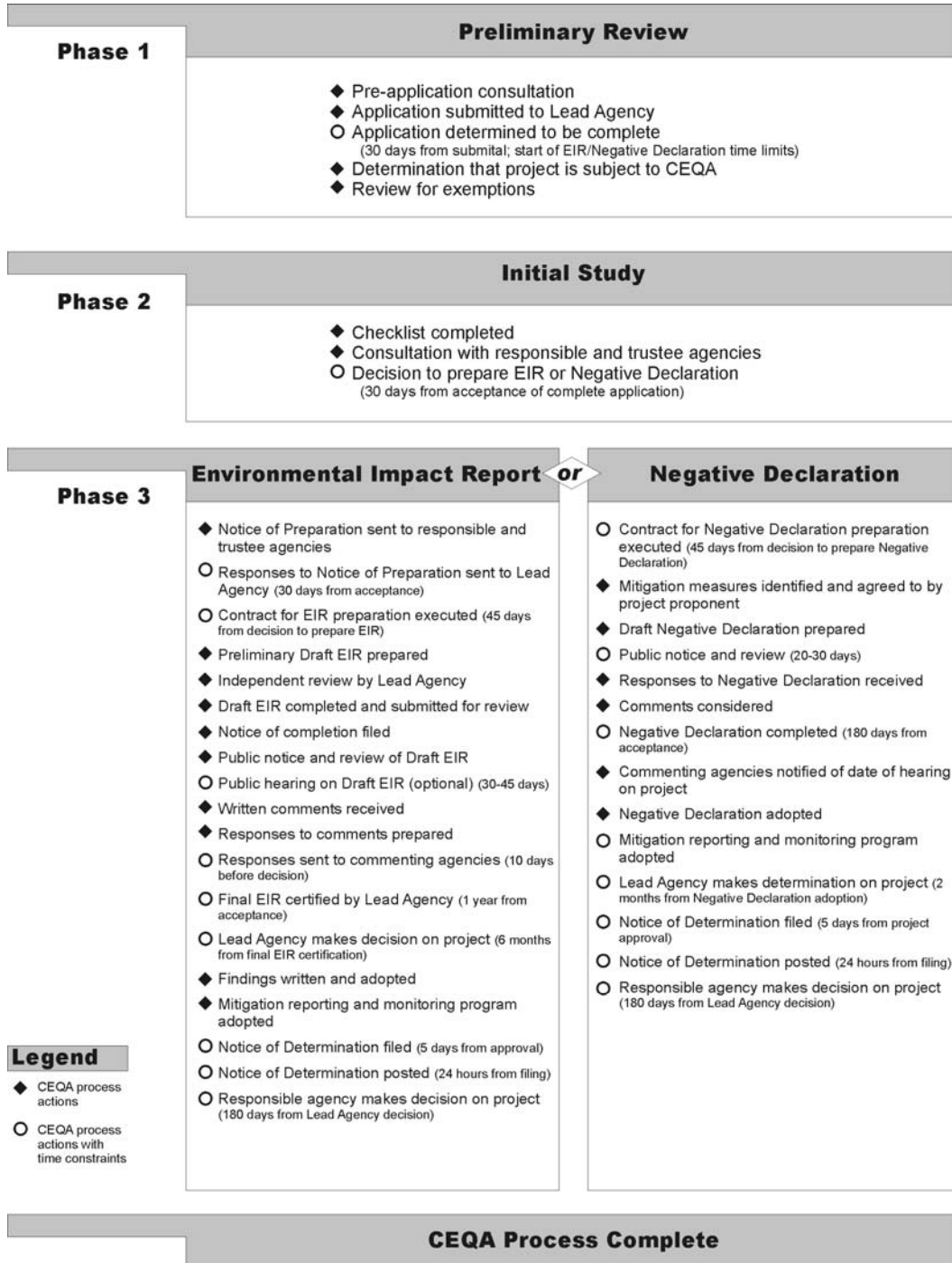
### **22.40.055 – Review of Previously Denied Applications for Discretionary Permits**

- A. Applicability.** This Section shall apply to development applications listed in Section 22.40.030 (Application Submittal and Filing) that have previously been denied.
- B. Review Eligibility.** All permit applications submitted to the Agency, in compliance with this Development Code, that are substantially the same as an application that was previously denied, as determined by the Director, shall not be processed within six months of the date of final action. ~~In the event that an application for a Minor Design Review is determined to not qualify for a Minor Design Review approval, then a Design Review application for a project that is either different or substantially the same may be submitted at any time.~~
- C. Processing of a previously denied application.** All permit applications submitted to the Agency, in compliance with this Development Code, shall be processed in accordance with Section 22.40.040 (Establishment of Application Fees) and 22.40.050 (Initial Application Review).

### **22.40.060 – Environmental Review**

- A. Review procedures.** After the Agency has accepted an application for filing, the proposed project shall be reviewed in compliance with the California Environmental Quality Act (CEQA) and the County Environmental Impact Report Guidelines. See Figure 4-1 (Review Authority).
- B. Environmental determinations.** Environmental determinations shall be made by the Director in compliance with the County Environmental Impact Report Guidelines and the California Environmental Quality Act.

**FIGURE 4-1  
REVIEW AUTHORITY FOR ENVIRONMENTAL DETERMINATIONS**



SOURCE: CEQA Deskbook

**22.40.070 – Staff Report and Recommendations for Discretionary Permits**

- A. Staff evaluation.** The Agency staff shall review all discretionary development applications submitted in compliance with this Article to determine whether or not they comply and are consistent with the provisions of this Development Code, other applicable provisions of the County Code, and the Countywide Plan and Community Plans. Agency staff shall provide a recommendation to the Director, Zoning Administrator, Commission, and/or Board, as applicable, on whether the application should be approved, approved subject to conditions, or denied.
- B. ~~Notice of Decision or Staff Report.~~** The Director shall prepare a written ~~Notice of Decision~~ for administrative actions for which the Director has final authority. When the Director does not have final authority, ~~the~~ Director shall prepare a written report for recommendations to the Zoning Administrator, Commission, and the Board. The decision or report shall include:
1. A decision or recommendation for approval, approval with conditions, or denial of the application, ~~based on findings,~~ where appropriate;
  2. Findings of fact regarding the development project's consistency with the Countywide Plan, any applicable Community or land use plan, and those findings specifically identified for each planning permit. In those instances when decisions are being issued administratively, summary findings may suffice for minor projects. ~~and~~
  3. Information on how the decision may be appealed to a higher decision making authority.
- C. Report distribution.** A staff report shall be furnished to the applicants at the same time as it is provided to the Zoning Administrator, members of the Commission, and/or Board, and any interested parties, prior to a hearing on the application.

**22.40.080 – Post Approval**

After an entitlement or development permit application is approved, the entitlement is subject to the expiration, extension, performance guarantee, and other applicable provisions of Chapter 22.70 (Permit Implementation, Time Limits, Extensions).

## **CHAPTER 22.42 – DESIGN REVIEW**

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### **Sections:**

22.42.010 – Purpose of Chapter

22.42.020 – Applicability

22.42.025 – Exemptions from Design Review

~~22.42.030 – Design Review for Substandard and Hillside Building Sites~~

~~22.42.035 – Design Review for Certain Driveways~~

~~22.42.040 – Design Review for Development Along Paper Streets and for Specific Driveways~~

~~22.42.045 – Design Review for Development Along Anadromous Fish Streams and Tributaries~~

~~22.42.048 – Design Review Waiver~~

22.42.050 – Application, Filing, Processing, and Review

22.42.055 – Project Review Procedures

22.42.060 – Decision and Findings

### **22.42.010 – Purpose of Chapter**

This Chapter provides procedures for Design Review for proposed discretionary development throughout the unincorporated areas of the County. Design Review consists of a review of plans and proposals for land use and design of physical improvements in order to implement the goals of the Countywide Plan and is intended to ensure that:

- A. Sound and creative design principles are used by applicants in designing proposed projects, which will result in high quality site planning and architectural design, and the innovative use of materials, construction methods, and techniques;
- B. Site planning, building design, and construction practices promote resource conservation through climate responsive design, use of renewable energy and resources, and cost effective use of resource conserving materials where practicable and feasible;
- C. The natural beauty of the County, and the public's ability to use and enjoy it, are preserved and encouraged;
- D. The design of the built environment respects and preserves the natural beauty of the County and the environmental resources found within;
- E. The exterior appearance of proposed structures, along with their associated landscaping, parking, signs, etc. is compatible and harmonious with the design, scale, and context of surrounding properties;
- F. The development of paper streets and/or vacant properties which adjoin paper streets is undertaken in such a way as to minimize the impacts associated with the development of paper streets; and
- G. Conflicts between land uses are eliminated, environmental values of the site are preserved, and adverse physical or visual effects which might otherwise result from unplanned or inappropriate development, design, or placement are minimized or eliminated.

**22.42.020 – Applicability**

New structures and exterior physical improvements, as well as additions, extensions, and exterior changes of or to existing structures and/or relocation of physical improvements, for either a single or multiple contiguous lots, as described in Subsections A, B and ~~CB~~ below, shall be subject to Design Review, except as otherwise provided in Section 22.42.025 (Exemptions from Design Review) and 22.42.050 (Design Review Waivers).

- A. Planned Zoning Districts (combining coastal zones included).** Residences, non-residential structures, accessory structures, agricultural structures, and other physical improvements in ARP, RSP, RMP, RX, CP, OP, RCR, RMPC, RF, and IP zoning districts.
- B. Conventional Zoning Districts.** Residential development and residential accessory structures in A2 to A60, C1, H1, AP, RA, RR, RE, R1, R2, and VCR zoning districts on a lot that would contain more than 3,500 square feet of floor area with the proposed development and/or where the proposed development would be greater than 30 feet in height. Non-residential structures in A2 to A60, C1, H1, RA, RR, RE, R1, R2, VCR, and PF zoning districts.
- ~~1. Noncoastal Zoning Districts. Residential development and residential accessory structures in A2 to A60, C1, H1, AP, RA, RR, RE, R1, R2, and VCR zoning districts on a parcel that contains more than 4,000 square feet of building area and/or where a structure is greater than 30 feet in height. Non-residential structures in A2 to A60, C1, H1, RA, RR, RE, R1, R2, and VCR zoning districts. In the A3 to A60 zoning districts on lots one acre and larger, agricultural accessory structures and structures used for agricultural processing and retail sales uses are not included in the building area calculation.~~
- C. Permit Waivers.** Any waiver or exception to a standard specifically identified in this Development Code as being subject to this Chapter as well as Variance waivers identified in Chapter 22.54 (Variances).
- D. Substandard Building Sites.** Where a vacant legal lot is proposed for single-family residential development, and when the lot is at least 50 percent smaller in total area than required for new lots under the applicable zoning district or slope regulations, in compliance with Section 22.82.050 (Hillside Subdivision Design Standards), whichever is more restrictive, the proposed development shall be subject to the requirements of this Chapter. In these instances, any exemption from Design Review provided by Section 22.42.025 (Exemptions from Design Review) shall be void and setback requirements shall be waived. The subsequent development and physical improvements of these properties shall continue to be subject to the requirements of this Chapter.
- ~~2. Coastal Zoning Districts. Single family residences and accessory structures in C RA, C R1, C R2, C H1, and C VCR zoning districts on a parcel that contains more than 4,000 square feet of building area and/or where a structure is greater than 25 feet in height.~~
- ~~3. Replacement of or Additions to Existing Residences in Non-coastal Zoning Districts. In order to reflect the community character, replacement of or additions to existing residences in the A2 B2, RA/R1 zoning districts (including B1 and B2 combining districts), where the proposed building area following the construction exceeds 3,000 square feet and the size of the resulting residence is more than 100% greater than the existing building area as of January 1, 2008.~~



**22.42.025 – Exemptions from Design Review**

Development and physical improvements listed below in Subsections A to ~~R~~ are exempt from Design Review, ~~except as provided by Sections 22.42.030 (Design Review for substandard and hillside building sites), 22.42.035 (Design Review for Certain Driveways) and 22.42.040 (Design Review for Development Along Paper Streets), and 22.42.045 (Design Review for development along anadromous fish streams and tributaries), and except where a Community Plan adopted by the Board of Supervisors requires Design Review to implement specific design standards. In addition, where a conflict arises between conditions of approval of a discretionary permit application (e.g., Master Plan, Precise Development Plan, Design Review) and the exemptions listed below, the project-specific conditions of approval shall be the applicable regulations. Development and physical improvements that are exempt from Design Review shall be located outside of the Stream Conservation Area and Wetland Conservation Area setbacks established in the Countywide Plan and Article V (Coastal Zones – Permit Requirements and Development Standards). The requirements of Chapter 22.114 (Appeals) do not apply to determinations issued under this Section.~~

- A. Single-family Additions and Residential Accessory Structures in Planned Districts.** Single-family residential additions and residential accessory structures on a lot with existing and proposed floorbuilding area not exceeding ~~3,500~~ 4,000 square feet in a Planned District (see Chapter 22.16 (Planned District Development Standards)) that meet the standards in Tables 4-2 and 4-3. This exemption does not apply if work authorized under a previous exemption has not received approval of a final inspection from the Building and Safety Division or if work authorized under a previous Design Review/~~Minor Design Review~~ has not received approval of a final inspection from the Building and Safety Division. If the residence or accessory structure was not subject to Design Review, additions would not qualify for an exemption if a final inspection by the Building and Safety Division has not been approved or was approved less than 24 months ago.

**TABLE 4-2  
STANDARDS FOR EXEMPTION FROM DESIGN REVIEW FOR ONE-STORY  
ADDITIONS TO SINGLE-FAMILY RESIDENCES AND FOR DETACHED ACCESSORY  
STRUCTURES IN PLANNED DISTRICTS**

Standards		One-Story Single-family Additions and Detached Accessory Structure
Max. increase in <u>floorbuilding</u> area		750 sq. ft. or 20% of the existing building area, whichever is less
Max. total <u>floorbuilding</u> area		<del>3,500</del> 4,000 sq. ft. ( <del>3,000</del> sq. ft. where either the lot or the natural grade in the area of the building footprint has an average slope of $\geq$ 25%) or the applicable floor area ratio (FAR) limit under the zoning district or in a Community Plan, whichever is more restrictive
Max.	Single-family Addition	20 ft. or the coastal zoning height standards, whichever is more restrictive

height	Detached Accessory Structure	15 ft. <del>where either the lot or the natural grade in the area of the building footprint has an average slope that equals or is less than 25%</del> 20 ft. <del>where either the lot or the natural grade in the area of the building footprint has an average slope of &gt; 25%</del>
Min. lot area		Not applicable
Min. setbacks		5 ft. to all property lines on lots up to 6,000 sq. ft. 6 ft. to all property lines on lots up to 7,500 sq. ft. 10 ft. to all property lines on lots up to 10,000 sq. ft. 15 ft. to all property lines on lots > 10,000 sq. ft. (Or the required setbacks in a Community Plan, <del>or</del> Master Plan, <u>or subdivision</u> , whichever is more restrictive)
Environmental Protection (Countywide Plan Consistency)		Outside of a Stream Conservation Area and Wetland Conservation Area
SFR Design Guidelines		<del>Complies with Guideline C 1.11 (Exterior Lighting)</del>

**TABLE 4-3  
STANDARDS FOR EXEMPTION FROM DESIGN REVIEW FOR MULTI-STORY  
ADDITIONS TO SINGLE-FAMILY RESIDENCES IN PLANNED DISTRICTS**

Standards	Multi-Story Single-family Addition
Max. increase in <u>floor building area</u>	750 sq. ft. or 20% of the existing building area, whichever is less
Max. total <u>floor building area</u>	3,04,000 sq. ft. (3,000 sq. ft. for lots with average slopes > 25%) or the applicable floor area ratio (FAR) limit under the zoning district or in a Community Plan, whichever is more restrictive
Max. height (Multi-story Additions)	30 ft. in non-coastal zone; 25 ft. in coastal zone or the coastal zoning height standards, whichever is more restrictive; 20 ft. in stepback zone (See SFR Design Guideline B-1.1)
Min. lot area	Not Applicable
Min. setbacks	5 ft. for lots up to 6,000 sq. ft. 6 ft. for lots up to 7,500 sq. ft. 10 ft. for lots up to 10,000 sq. ft. 15 ft. for lots > 10,000 sq. ft. (Or the required setbacks in a Community Plan, <del>or</del> Master Plan, <u>or subdivision</u> , whichever is more restrictive)
Environmental Protection (Countywide Plan Consistency)	Outside of a Stream Conservation Area and Wetland Conservation Area
<del>SFR Design Guidelines</del>	<del>Complies with Guideline B-1.1 (Building Setbacks and Stepbacks) and Guideline C-1.11 (Exterior Lighting)</del>

- B.** ~~Agricultural Accessory Structures.~~ Agricultural accessory structures that comply with the Stream Conservation Area and Wetland Conservation Area setbacks established in the Countywide Plan, the Planned District Development Standards for agricultural zones (Sections 22.08.040, 22.16.040) and Article V (Coastal Zones - Permit Requirements and Development Standards), and that are 300 feet or more from a property line of an abutting ~~lot parcel~~ in separate ownership, and which are at least 300 feet from a street. The minimum setback to qualify for an exemption is reduced to 50 feet for an agricultural accessory structure that does not exceed 2,000 square feet in size. This exception does not apply to facilities for processing or retail sale of agricultural products.
- C.** In the A-2, C1, H1, RA, RR, RE, R1, R2, and VCR zones, open fencing, such as wood post and welded wire mesh, on lots greater than 20,000 square feet. The fencing shall be limited to eight feet in height above grade, be located outside of any required front or street side yard setback, and comply with the standards in Chapter 13.18 (Visibility Obstructions) of the County Code.
- D.** In Planned Districts, fences or screening walls that comply with the fence standards in Section 22.20.050 (Fencing and Screening Standards), Single-family Residential Design Guideline D-1.7 (Exterior Materials and Colors), and applicable design standards in a Community Plan which

shall have precedence over the Single-family Residential Design Guidelines. In addition, the following standards must be met:

1. For purposes of compliance with Section 22.20.050, the front and street side yards shall be no less than ten feet for lots up to one acre and fifteen feet on lots greater than one acre.
  2. Fences or walls proposed within the front and street side yards or on the property line defining such yards are limited to six feet in height with the entire section or portion of the fence or wall above four feet in height limited to a surface area that is at least 50% open and unobstructed by structural elements.
  3. Fences and screening ~~or~~ walls located outside the front and street side yards are limited to six feet in height.
- E.** In the A, A-2, C1, H1, RA, RR, RE, R1, R2, and VCR zones ~~and combining coastal zoning districts~~, bridges that comply with the height limits and standards specified in Section 22.20.055 (Bridge Standards).
- F.** In Planned Districts, attached front and rear yard porches not exceeding a maximum height of ~~twenty~~ 20 feet, not exceeding a maximum ~~floor~~ area of 200 square feet, and having setbacks of at least ten feet. ~~located at least ten feet from all property lines.~~
- G.** In Planned Districts, attached or detached decks not exceeding a maximum height of five feet ~~thirty inches~~ above grade (excluding hand railings and other safety features) and having setbacks of ~~located at least five feet from all property lines.~~
- H.** In Planned Districts, replacing existing authorized driveways and widening driveways to meet minimum Title 24 or fire code standards (retaining walls must comply with Section 22.20.090(C)(6) (Setback requirements and exceptions), in addition to other applicable standards). This exemption excludes relocation of existing driveways.
- I.** In Planned Districts, construction of new retaining walls that comply with the standards in Section 22.20.052 ~~90(D)(6)~~ (Retaining Wall Standards ~~Setback requirements and exceptions~~), and in all zoning districts, replacement of existing retaining walls up to eight feet in height above grade. ~~For purposes of compliance with Section 22.20.090(D)(6), the setbacks shall be no less than five feet for lots up to one acre and ten feet on lots greater than one acre.~~
- J.** Swimming pools and spas that do not exceed a height of thirty inches above grade (including integrated retaining walls) and have setbacks of ~~that are located at least 10~~ ten feet ~~from all property lines.~~
- K.** In Planned Districts, new and replacement skylights, doors, and windows (including bay windows), and similar attached architectural features, provided they have setbacks of at least ~~no closer than five feet from all property lines.~~
- L.** Roof-mounted solar photovoltaic systems that do not exceed a height of two feet above the height limit specified by the governing zoning district on residential and agricultural buildings.
- M.** Roof-mounted solar photovoltaic systems that do not exceed a height of six feet above the roof of a commercial, industrial, or institutional building provided that the height does not exceed six feet above the maximum height for the building allowed by the governing zoning district.

- ~~NL.~~ Changes to any approved exterior color or material, unless review is required by prior conditions of Design Review or other discretionary permit approval.
- ~~OM.~~ Signs subject to the regulations of Chapter 22.28 (Signs) and Chapter 22.60 (Permits for Displays and Signs).
- ~~P.~~ Additions up to 500 square feet, exterior remodeling, and site improvements to commercial, industrial, and institutional properties that the Director determines to be minor and incidental in nature and which are in compliance with the purpose of this chapter.
- ~~QN.~~ Other work that the Director determines to be minor and incidental in nature, and which is in compliance with the purpose of this Chapter.
- ~~;~~ and
- ~~RO.~~ Repair or in-kind reconstruction work resulting from an emergency or natural disaster on legal structures.

#### ~~22.42.030 – Design Review for Substandard and Hillside Building Sites~~

- ~~A. — Purpose.~~ The purpose of the Section is to provide Design Review regulations for substandard and hillside building sites in conventional zoning districts to prevent inappropriate physical improvements. In these instances, any exemption from Design Review provided by Section 22.42.025 (Exemptions from Design Review) shall be void and setback requirements shall be waived. The subsequent development and physical improvements of these properties shall continue to be subject to Design Review.
- ~~B. — Substandard Building Sites.~~ Where a vacant legal lot is proposed for single family residential development, and when the parcel is at least 50 percent smaller in total area than required for new parcels under the applicable zoning district or slope regulations, in compliance with Section 22.82.050 (Hillside Subdivision Design Standards), whichever is more restrictive, the proposed development shall be subject to Design Review.
- ~~C. — Hillside Building Sites.~~ Where a vacant legal lot with an average lot slope greater than 25 percent is proposed for single family residential development totaling more than 3,000 square feet of cumulative building area, in compliance with Section 22.82.050 (Hillside Subdivision Design Standards), the proposed development shall be subject to Design Review.

#### 22.42.048 – Design Review Waiver

Design Review shall be waived for eligible projects and the project shall instead be subject to the requirements of Chapter 22.52 - Site Plan Review. Only those projects that comply with the criteria below are eligible for Design Review waiver.

- A. The project is limited to single family residential development, including associated accessory structures.
- B. The project is not located within an area governed by a Master Plan, unless that Master Plan provides for Site Plan Review.
- C. The development would meet the standards for height and setbacks established by the R1:B3 zoning district and Chapter 22.20.

- D. The development would not exceed a floor area of 3,500 square feet
- E. The development would not exceed a floor area ratio of 30 percent.
- F. The development would not occur in a Ridge and Upland Greenbelt Area.

### **~~22.42.035 – Design Review for Certain Driveways~~**

~~Design Review shall be required for the construction of any new driveway which exceeds a length of 250 feet in A2, C1, H1, RA, RR, RE, R1, R2, and VCR zoning districts.~~

### **~~22.42.040 – Design Review for Development Along Paper Streets~~**

~~**A. Purpose.** The purpose of the Subsection is to provide regulations for proposed new development along recorded undeveloped streets in the County, which are shown on County maps as paper streets in order to prevent development that may conflict with the Countywide Plan or a Community Plan. See Article VIII (Development Code Definitions) for the definition of a paper street.~~

~~**B. Design Review required.** Design Review shall be required for all development and improvements on lots accessed by paper streets, without regard to the size of the lots or the applicable zoning district.~~

### **~~22.42.045 – Design Review for Development Along Anadromous Fish Streams and Tributaries~~**

~~In those instances where a vacant legal lot of record in the Countywide Plan's City Centered, Baylands, or Inland Rural Corridor is proposed for development, any proposed development within the Countywide Plan's Stream Conservation Area that adjoins a mapped anadromous fish stream and tributary shall be subject to Design Review as provided by this chapter if the lot is zoned A, A-2, RA, H1, O-A, RR, RE, R1, R2, C-1, A-P, or VCR, including all combined zoning districts. Development includes all physical improvements, including buildings, structures, parking and loading areas, driveways, retaining walls, fences, and trash enclosures. The determination of the applicability of this requirement shall be based on the streams and tributaries shown on the map entitled "Marin County Anadromous Fish Streams and Tributaries," which is maintained and periodically updated by the Community Development Agency.~~

### **22.42.050 – Application, Filing, Processing, and Noticing**

- A. Purpose.** This Section provides procedures for filing, processing, and noticing of Design Review applications.
- B. Filing and processing.** All Design Review applications shall be completed, submitted, and processed in compliance with Chapter 22.40 (Application Filing and Processing, Fees) and Section 22.40.050 (Initial Application Review for Discretionary Permits). The procedures for processing and noticing Minor Design Review applications are established in Section 22.42.055.B (Minor Design Review).

Design Review application forms are available at the Agency's public ~~service~~information counter.

- C. Notice of action and/or hearing date.** Administrative decisions and public hearings on a proposed Design Review application shall be noticed in compliance with Chapter 22.118 (Notices, Public Hearings, and Administrative Actions). The Director may provide expanded public notice to ensure maximum public awareness of any Design Review application.
- D. Applicability to approved projects.** On conventionally-zoned lots, where new or additional floor area previously approved without Design Review had not received a final inspection by the Building and Safety Division, and where the scope of work is proposed to be modified to include additional floor area that would trigger Design Review pursuant to Section 22.42.020.B or 22.42.030.B, the scope of the Design Review shall include all new or additional floor area that has not received a final inspection.

### 22.42.055 – Project Review Procedures

~~A. Purpose. This Section provides procedures for Design Review. It includes procedures for reviewing Minor Design Review and Design Review applications.~~

~~B. Minor Design Review. If a project is not exempt from Design Review as defined in Section 22.42.025 (Exemptions from Design Review), an applicant may apply for a Minor Design Review by staff. A Minor Design Review application may be approved or conditionally approved by staff following a site visit if it meets all of the requirements contained in this Section. A notice of the proposed project shall be posted at the site pursuant to Section 22.118.020(D). The Minor Design Review application is intended to streamline the Design Review process for minor projects that may be approved without required noticing or a public hearing, provided the application does not require a public hearing Coastal Permit. Minor Design Review decisions are appealable pursuant to the requirements of Chapter 22.114 (Appeals).~~

~~1. Requirements. A project eligible for a Minor Design Review must:~~

- ~~a. Not conflict with previous County conditions of approval that were imposed on the property;~~
- ~~b. Be consistent with the purpose of Design Review pursuant to Section 22.42.010 (Purpose of Chapter);~~
- ~~c. Comply with existing Master Plans and applicable standards in a Community Plan;~~
- ~~d. Be located outside of Stream Conservation Areas, Wetland Conservation Areas, or other mapped environmentally sensitive areas as designated by the Countywide Plan;~~
- ~~e. Comply with Marin County Green Building Standards (Section 19.04.110) and exceed Minimum Compliance Threshold by one level, with the exception that additions with a valuation exceeding \$300,000 shall attain a minimum compliance threshold that requires 20 additional points than that which is required by the Green Building Standards; and~~
- ~~f. Not be located on a property that meets either of the following conditions, as applicable:~~

- ~~1. If the residence on the property was not subject to Design Review, final inspection by the Building and Safety Division has not been approved or was approved less than 24 months ago; or~~
- ~~2. If any previous addition to the residence on the property was issued a Minor Design Review pursuant to Section 22.42.055 (B), final inspection by the Building and Safety Division has not been approved or was approved less than 24 months ago.~~

~~2. **Eligible Projects.** The following types of work may qualify for Minor Design Review.~~

- ~~a. Residential additions and detached accessory structures in A2 to A60, C1, H1, RA, RR, RE, R1, R2, and VCR zoning districts and in Planned Districts (see Chapter 22.16 (Planned District Development Standards)) that meet the standards in Table 4-4 may qualify for Minor Design Review. Two family additions and detached accessory structures in R2 zoning districts that meet the standard in Table 4-4 may qualify for Minor Design Review.~~



**TABLE 4-4  
STANDARDS FOR RESIDENTIAL ADDITIONS AND DETACHED ACCESSORY  
STRUCTURES THAT MAY QUALIFY FOR  
MINOR DESIGN REVIEW**

		Lots less than or equal to 20,000 sq. ft.	Lots greater than 20,000 sq. ft.
Max. increase in building area		1,000 sq. ft. or 50% of the existing building area, whichever is less	
Max. total building area		4,000 sq. ft. or the applicable floor area ratio (FAR) limit under the zoning district or in a Community Plan, whichever is more restrictive*	5,500 sq. ft. or the applicable floor area ratio (FAR) limit under the zoning district or in a Community Plan, whichever is more restrictive*
Max. height		30 ft. for residential additions in non-coastal zone 25 ft. for residential additions in coastal zone or the coastal zoning height standard, whichever is more restrictive 15 ft. for detached accessory structures where either the lot or the natural grade in the area of the building footprint has an average slope that equals or is less than 25% 20 ft. where the average lot slope or the natural grade in the area of the building footprint has an average slope of > 25%	
Min. setbacks	Planned Districts	Varies	
	A2 to A60, C1, H1, RA, RR, RE, R1, R2, and VCR (combining coastal zones included)	See Article II (Zoning Districts and Allowable Land Uses) and Article V (Coastal Zones—Permit Requirements and Development Standards)	

\* The total building area shall be no more than 10 percent greater than the median building area of homes in the surrounding neighborhood, which includes, at a minimum, all properties located within the range of properties that are sent public notices pursuant to Section 22.118.020 (Notice of Hearing or Administrative Action):

- b. In Planned Districts, attached or detached decks exceeding a height of 30 inches above grade, but not exceeding 20 feet above grade, and located at least 10 feet from all property lines;
- c. New retaining walls up to eight feet in height above grade;
- d. In-ground swimming pools and spas that do not exceed a height of more than six feet above grade and that are located at least three feet from all property lines;
- e. Solid fencing up to six feet in height above grade within the required front and street side yards and up to eight feet in height above grade within the required side and rear yards;
- f. New driveways on a property provided new site retaining walls do not exceed four feet in height above grade;
- g. Additions to non-residential and non-agricultural structures not exceeding 500 square feet; and

~~h. — Other work of a similar nature that the Director determines to be suitable for a Minor Design Review, and which is in compliance with the purpose of this Chapter.~~

**AC.** **Design Review Procedures.** The Director shall approve, conditionally approve, or deny all Design Review applications in compliance with Section 22.42.060 (Decision and Findings), except as otherwise provide in Subsections **BD** and **CE**, below.

**BD.** **Zoning Administrator review.** When the Design Review application is associated with a permit application that requires a public hearing, the Design Review action may be taken by the Zoning Administrator.

**CE.** **Referral to Commission.** When the Director finds that significant policy issues are raised by the proposed project, the Director may refer the Design Review application to the Planning Commission for a final action.

### **22.42.060 – Decision and Findings**

The Review Authority shall issue the decision and the findings upon which the decision is based. The Review Authority may approve or conditionally approve an application only if all of the following findings are made:

~~**A.** — The proposed development provides architectural design, massing, materials, and scale appropriate to and compatible with the site surroundings and the community;~~

~~**B.** — The proposed development results in site layout and design (including building arrangement, exterior appearance, heights, setbacks, drainage, fences and walls, grading, lighting, signs, etc.) that will not eliminate significant sun and light exposure, views, vistas, and privacy to adjacent properties; that will not result in light pollution, trespass, and glare; and that will not adversely affect rights of way or pathways for circulation;~~

~~**C.** — The proposed development will provide appropriate separation between buildings and will be properly and adequately landscaped with maximum retention of trees, native plants, and other natural features consistent with fire safety requirements;~~

~~**D.** — The proposed development will minimize cut and fill, the reforming of the natural terrain, and appurtenant structures (e.g. retaining walls and bulkheads);~~

**A.E.** The proposed development complies with either the Single-family or Multi-family Residential Design Guidelines, as applicable, and the design and locational characteristics listed in Chapter 22.16 (~~Discretionary~~Planned District Development Standards) and any applicable standards of the special purpose combining districts provided in Chapter 22.14 of this Development Code.

**B.F.** The proposed development provides architectural design, massing, materials, and scale that are compatible with the site surroundings and the community.

**C.** The proposed development results in site layout and design that will not eliminate significant sun and light exposure or result in light pollution and glare; will not eliminate primary views and vistas; and will not eliminate privacy enjoyed on adjacent properties.

- D. The proposed development will not adversely affect and will enhance where appropriate those rights-of-way, streetscapes, and pathways for circulation passing through, fronting on, or leading to the property.
- E. The proposed development will provide appropriate separation between buildings, retain healthy native vegetation and other natural features, and be adequately landscaped consistent with fire safety requirements.

~~The project design includes features which foster energy and natural resource conservation while maintaining the character of the community; and~~

~~G. The design, location, size, and operating characteristics of the proposed use are consistent with the Countywide Plan and applicable community plan and zoning district regulations and will not be detrimental to the public interest, health, safety, convenience, or welfare of the County.~~

## CHAPTER 22.44 – MASTER PLANS AND PRECISE DEVELOPMENT PLANS

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### Sections:

22.44.010 – Purpose of Chapter

22.44.020 – Applicability

22.44.030 – Exemption from Master Plan and Master Plan Amendments

22.44.040 – Waiver of Master Plan Amendment and Precise Development Plan Review

22.44.050 – Application Filing, Processing, and Review

22.44.035 – Exemption from Master Plan/Precise Development Plan Review

22.44.0640 – Master Plan Content

Waiver of Master Plan/Precise Development Plan Review

22.44.0750 – Action on Master Plan and Master Plan Amendment Applications

Post Approval

### 22.44.010 – Purpose of Chapter

This Chapter provides procedures for the filing, processing, and adoption of Master Plans and Precise Development Plans. These procedures are intended to:

- A. Align with California State Law governing common interest developments;
- B. Allow for phased developments;
- ~~CB.~~ Establish site specific development criteria to ensure that development enhances or is compatible with the surrounding natural and built environment and the surrounding neighborhood character;
- ~~DC.~~ Promote clustering of structures to preserve open land areas and avoid environmentally sensitive areas;
- ~~D.~~ Provide general direction on site design and development, and land use issues; and
- ~~EE.~~ Protect natural resources, scenic quality, and environmentally sensitive areas.

### 22.44.020 – Applicability

This Chapter applies to all existing Master Plans and Precise Development Plans, to shall apply to all land use activities identified in Article II (Zoning Districts and Allowable Land Uses), and Article V (Coastal Zones – Permit Requirements and Development Standards). Planned Developments in Planned zoning districts, and to subdivisions in Planned zoning districts that are subject to Final Maps. Master Plans or Master Plan amendments, as appropriate, are required for these types of projects unless they are exempt or waived by the provisions of this Chapter.

**22.44.030 – Exemptions from Master Plans and Master Plan Amendments**

The following types of development are exempt from the requirements of a Master Plan or Master Plan amendment:

- A. Affordable housing, except where an applicable Community Plan or community based visioning plan approved by the Board contains policies that directly require Master Plans for development on specific properties.
- B. For non-residential development, a change in use where the proposed use is allowed as a permitted use in the zoning district, as identified with “P” in the land use tables in Article II (Zoning Districts and Allowable Land Uses) provided there is no increase in building area.
- C. Development that the Director determines is minor and incidental to a principally permitted use on the site.

**22.44.040 – Waiver of Master Plan Amendment and Precise Development Plan Amendment**

In response to a proposal to deviate from the standards of a Master Plan adopted prior to January 1, 2017, the requirement for a Master Plan amendment is waived for an eligible project provided it meets the waiver criteria listed below, and the project shall instead be subject to a Conditional or Master Use Permit and/or Design Review, in compliance with Chapters 22.48 (Conditional Use Permit) 22.49 (Master Use Permit), 22.42 (Design Review) and this Section.

All Precise Development Plan amendments are subject to Chapter 22.42 (Design Review), since the Precise Development Plan is an antiquated entitlement.

**A. Projects eligible for waiver.** The following types of projects are eligible for waiver of Master Plan amendment requirements:

- 1. In general, a Master Plan and Design Review are required for the review of the design features proposed in large or otherwise major projects, and a Design Review may be required for the review of the design features proposed in small or otherwise minor projects.
- 2. The types of projects that are eligible for a waiver from the requirements for a Master Plan amendment are provided below:
  - a. Commercial: Additions of up to 15,000 sq. ft. of new building area
  - b. Residential: Up to 5 units/lots (subdivision)
  - c. Mixed use: Single-phased projects of any size in mixed-use districts, or multi-phased development of up to 15,000 sq. ft. of new building area

**B. Criteria for waiver.** In order for the requirements of a Master Plan amendment to be waived, a project that is eligible for waiver must meet the following criteria:

- 1. Be consistent with the Countywide Plan and any applicable Community Plan and Local Coastal Program;

2. Be designed so that potential impacts can be properly addressed through Use Permit and/or Design Review procedures, in compliance with Chapters 22.48 (Conditional Use Permits) or 22.50 (Master Use Permits) and 22.42 (Design Review). These impacts may include, but are not limited to: drainage, erosion, grading, landscaping, including appropriate tree and native vegetation preservation/retention, and circulation and transportation.
3. Not involve a Transfer of Development Rights; and
4. Exhaust the potential for residual development based on the zoning district densities or be implemented in a single phase within a limited and pre-determined period of time.

### **22.44.0530 – Application Filing, Processing, and Review**

- A. Filing.** An application for a Master Plan ~~or Precise Development Plan~~ shall be submitted, filed, and processed in compliance with and in the manner described in Chapter 22.40 (Application Filing and Processing, Fees).

Master Plan ~~and Precise Development Plan~~ application forms are available online and at the Agency's public ~~service~~information counter.

1. **1. Area covered by plan.** The area of the Master Plan ~~and Precise Development Plan~~ shall include at least all contiguous properties under the same ownership. The area covered by a proposed plan may also include multiple ownerships.
2. **2. Processing.** A Master Plan may be reviewed in conjunction with other land use permits, with only a Master Use Permit, or the Agency may require that a Master Plan be approved before reviewing any other land use permit applications.
3. **3. Development Agreement.** A Master Plan may be approved in conjunction with a Development Agreement (Govt. Code 65865)
4. **4. Application materials.** Applications for Master Plan ~~or Precise Development Plan~~ or Master Plan amendment approval shall include the information and materials required by Section 22.40.030 (Application Submittal and Filing).

- B. Project review procedure.** Each application shall be analyzed by the Agency to ensure that the application is consistent with the purpose and intent of this Chapter and with the Countywide Plan and Community or Specific Plans.

### **22.44.060 – Master Plan Content**

- A.** A new Master Plan shall set forth criteria for future development. Such criteria may be required to include the following:
1. Density, lot areas and dimensions.
  2. Development areas, open space areas, and environmental buffers.
  3. Site planning, circulation and parking.
  4. Areas of grading, storm water management, and landscaping.
  5. Structure height, building and floor area, floor area ratio, lot coverage, and setbacks.
  6. Architectural and site design.

B. A new Master Plan shall establish clear and unambiguous review procedures for future development, including:

1. Development subject to ministerial review to ensure compliance with established Master Plan criteria.
2. Development subject to discretionary review to ensure compliance with established Master Plan criteria.
3. Procedures to deviate from established Master Plan criteria.

C. Master Plan amendments shall be reviewed on the basis of the proposed revisions, and need not establish new development criteria or review procedures for future development.

**22.44.070 – AC. — Action on Master Plan and Master Plan Amendment -Precise Development Plan Applications:**

**A1. Master Plan and Master Plan amendment adoption:**

**1a. Action by Commission.** The Commission may recommend approval, conditional approval, or denial of an application. The Commission's actions may specify any condition which is likely to benefit the general welfare of future residents in the development and the purposes of the district, or mitigate any impacts which may result from implementation of the development.

**2b. Action by Board.** The Board may approve, conditionally approve, or deny the Master Plan as recommended by the Commission. Any modification of the plan may be referred back to the Commission. ~~The decision approval is a legislative act and shall be adopted by ordinance, which shall include, but shall not be limited to, the following requirements:~~

- ~~(1) The development, maintenance, and use of the property shall be conducted in compliance with the approved maps and plans.~~
- ~~(2) The maps and plans designated in the ordinance shall be submitted to the Agency.~~
- ~~(3) No structure shall be constructed, maintained, or used other than for the purposes specified on the maps and plans, as submitted.~~

When a Master Plan is processed concurrently with any other permit or entitlement, the Board shall be the final authority on all associated permits and entitlements.

**3e. Findings for Master Plans and Master Plan amendments.** Master Plan and Master Plan amendment applications may only be approved or conditionally approved when they are consistent with the findings listed below, ~~and any supplemental Use Permit findings required by Section 22.44.030.C.3.~~

- (1) The ~~proposed~~ Master Plan or Master Plan amendment is consistent with the goals, policies, objectives, and programs of the Countywide Plan and any applicable Community Plan.
- (2) The Master Plan or Master Plan amendment is consistent with all standards of the governing conventional zoning district, if applicable.  
~~The proposed Master Plan or Master Plan amendment would not be detrimental to the~~



~~public interest, health, safety, convenience, or welfare of the County.~~

~~(3) The Master Plan or Master Plan Amendment is site is physically and environmentally suitable for the siteproposed land use development(s), and the future development would be able to conform to the including access, provision of utilities, compatibility with adjoining land uses, and absence of unusual physical constraints that would make future development in conformance with Chapter 22.16 (Discretionary Planned DistrictDevelopment Standards) infeasible.~~

~~(4) The proposed Master Plan or Master Plan amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the County.~~

~~d. **Revocation.** A Master Plan that was issued in lieu of a Use Permit pursuant to Section 22.44.030.C.3 may be revoked in accordance with the procedures and findings contained in Chapter 22.120 (Use Permit Revocations).~~

~~2. **Precise Development Plan.** After approval of the Master Plan, no development and/or land improvements and/or construction, except filling of land in compliance with the Master Plan, shall commence until a Precise Development Plan is approved for a portion of, or the entire area of, the Master Plan. All development and/or land improvement shall be in compliance with the approved Precise Development Plan.~~

~~a. **Mandatory finding.** A Precise Development Plan may be approved only if the Review Authority first finds that the proposed development is in substantial compliance with the approved Master Plan and complies with the requirements of Chapter 22.16 (Planned District Development Standards).~~

~~— **Action by Director.** If the Precise Development Plan is in substantial compliance with the approved Master Plan, the Director may approve, conditionally approve, or deny the development, without holding a public hearing, or may refer the matter to the Zoning Administrator or Commission for a public hearing.~~

~~e. **Action by Commission.** The Precise Development Plan for all or a portion of the master planned area may be approved, conditionally approved, or denied by the Commission, by resolution. The Commission's action shall be final unless appealed to the Board.~~

~~d. **Dedication of public areas.** Public areas necessary for convenience and general welfare shall be dedicated or reserved for public purposes.~~

~~3. **Use Permit.** Uses requiring a Use Permit shall be allowed in a Planned District if the Review Authority can make all of the findings required for the issuance of a Use Permit, in compliance with Section 22.48.040 (Decision and Findings). Use Permits may be granted simultaneously with the Master Plan approval. Uses requiring a Use Permit can be approved through the Master Plan or Precise Development Plan, provided that the findings required by Section 22.48.040 (Decision and Findings) are made as part of the Master Plan or Precise Development Plan approval.~~

~~**BD. Notice of action and/or hearing date.** PAdministrative decisions and public hearings on a proposed Master Plan or Master Plan amendmentand/or Precise Development Plan applications~~

shall be noticed in compliance with Chapter 22.118 (Notices, Public Hearings, and Administrative Actions). The Director may provide expanded public notice to ensure maximum public awareness of an application. In addition to the requirements of Chapter 22.118 (Notice, Public Hearings, and Administrative Actions), where a Master Plan or an amendment to a Master Plan and/or Precise Development Plan is proposed, a public notice may be mailed or delivered at least 10 days prior to the decision to all owner(s) of real property that comprise the area encompassed by the Master Plan and/or Precise Development Plan that is the subject of the amendment.

### **~~22.44.035 – Exemption from Master Plan/Precise Development Plan Review~~**

~~The following land uses are exempt from the requirements of a Master Plan and/or Precise Development Plan:~~

- ~~A. — One single family dwelling, in a planned district, on a parcel having no residual development potential for additional dwellings. The development potential for additional dwellings referred to in this section shall not include residential second units or agricultural worker housing;~~
- ~~B. — Affordable housing, except where an applicable Community Plan or community based visioning plan approved by the Board contains policies that directly require Master Plans for development on specific properties;~~
- ~~C. — For non-residential development, a change in use where the proposed use is allowed as a permitted use in the zoning district, as identified with “MP” in the land use tables in Article II (Zoning Districts and Allowable Land Uses) provided there is no increase in building area;~~
- ~~D. — Crop production and commercial gardening that does not result in more than 250 cubic yards of excavation (excluding discing or tilling of soil), dairy operations, livestock operations for grazing, large animals and small animals, nature preserves, agricultural accessory activities and structures, and the maintenance or repair of existing authorized or legal nonconforming agricultural structures or improvements, such as roads and water storage and distribution facilities.~~
- ~~E. — The use of structures as residential Second Units, Farm Worker housing, Group Homes with 6 or fewer residents, or Child Daycare facilities.~~
- ~~F. — The number of dwelling units proposed along with a commercial project is the minimum necessary to comply with housing requirements applicable to sites in Commercial/Mixed Use districts.~~
- ~~G. — Uses and development that the Director determines are minor and incidental to a principally permitted use on the site.~~

~~The above uses are not subject to the Master Plan/Precise Development Plan waiver provisions in Section 22.44.040 (Waiver of Master Plan/Precise Development Plan Review), below. The requirements of Chapter 22.114 (Appeals) do not apply to determinations issued under this Section.~~

### **~~22.44.040 – Waiver of Master Plan/Precise Development Plan Review~~**

~~An applicant may file a formal written request to waive the requirements for a Master Plan/Precise Development Plan with the Agency. It is the responsibility of the applicant to establish evidence in~~

support of the findings required by this Section. The Director may waive the requirements for a Master Plan/Precise Development Plan, and instead require a Use Permit and/or Design Review, in compliance with Chapters 22.48 (Use Permits) and 22.42 (Design Review) and this Section.

**A. Projects eligible for waiver.** Table 4-7 identifies the types of projects for which a Master Plan and/or a Precise Development Plan shall be required, and projects for which these requirements may be waived and a Use Permit and/or Design Review may instead be required.

1. In general, a Master Plan and Precise Development Plan are required for the review of the uses and design features proposed in large or otherwise major projects, and a Use Permit and/or Design Review or Development Plan may be required for the review of the uses and design features proposed in small or otherwise minor projects.

2. Table 4-7 includes the types of development that would qualify for a waiver from the requirements for a Master Plan/Precise Development Plan.

**TABLE 4-7**

**THRESHOLDS FOR MASTER PLAN/PRECISE DEVELOPMENT PLAN**

Type of Project	Master Plan and/or Precise Development Plan May be Waived for the following Types of Development	Use Permit Required	Design Review/ Development Plan Required
<b>Commercial</b>	Additions of up to 15,000 sq. ft. of new building area	If the use is allowed conditionally in the zoning district, as identified with "MU" in the land use tables in Article II (Zoning Districts and Allowable Land Uses) or if required by Master Plan/Precise Development Plan	Design Review required for additions of up to 15,000 sq. ft. of new building area if the use is allowed in the zoning district, as identified with "MP" in the land use tables in Article II (Zoning Districts and Allowable Land Uses)
<b>Residential</b>	Up to 5 units/parcels (subdivision)	Not Applicable	Precise Development Plan required for 1 to 4 units/parcels, with no potential for further subdivision
<b>Mixed-use</b>	Single-phased projects of any size in mixed-use districts, or multi-phased development of up to 15,000 sq. ft. of new	If the non-residential use is allowed conditionally in the zoning district, as identified with	Design Review required for single-phased projects in mixed-use districts or multi-phased development of up

Type of Project	Master Plan and/or Precise Development Plan May be Waived for the following Types of Development	Use Permit Required	Design Review/ Development Plan Required
	building area	"MU" in the land use tables in Article II (Zoning districts and Allowable Land Uses) or if required by Master Plan/Precise Development Plan	to 15,000 sq. ft. of new building area

**22.44.080 – Master Plan Rescission Applications**

**A. Master Plan Rescission:**

1. **Action by Commission.** The Commission may recommend approval, conditional approval, or denial of an application to rescind a vested Master Plan.
2. **Action by Board.** The Board may approve, conditionally approve, or deny an application to rescind a vested Master Plan as recommended by the Commission. The decision is a legislative act and shall be adopted by ordinance.

**B. Notice of action and/or hearing date.** Public hearings on a proposed Master Plan rescission application shall be noticed in compliance with Chapter 22.118 (Notices, Public Hearings, and Administrative Actions). The Director may provide expanded public notice to ensure maximum public awareness of an application. In addition to the requirements of Chapter 22.118 (Notice, Public Hearings, and Administrative Actions), a public notice may be mailed or delivered at least 10 days prior to the decision to all owner(s) of real property that comprise the area encompassed by the Master Plan that is the subject of the amendment.

~~**B. Findings required for waiver.** In order to grant a waiver, the Director shall first find that the proposed project will:~~

- ~~1. Be consistent with the Countywide Plan and any applicable Community Plan and Local Coastal Program;~~
- ~~2. Be designed so that potential impacts could be properly addressed through Use Permit and/or Design Review procedures, in compliance with Chapters 22.48 (Use Permits) and 22.42 (Design Review). These impacts may include, but are not limited to: drainage, erosion, grading, landscaping, including appropriate tree and native vegetation preservation/retention, and circulation and transportation.~~
- ~~3. Not involve Transfer of Development Rights; and~~
- ~~4. Exhaust the potential for residual development based on the zoning district densities or be implemented in a single phase within a limited and pre-determined period of time.~~

### ~~22.44.050 — Post Approval~~

~~The following shall apply after the approval of a Master Plan and Precise Development Plan application. These procedures are in addition to those identified in Section 22.40.080 (Post Approval Procedures), and Chapter 22.70 (Permit Implementation, Time Limits, Extensions).~~

#### ~~**A. Expiration.**~~

- ~~**1. Time limits.** Unless conditions of approval establish a different time limit, a Master Plan shall be valid for a period of three years from the date the ordinance approving the Master Plan was adopted, and a Precise Development Plan shall be valid for a period of three years from the date the Precise Development Plan was approved.~~

~~An approved Master Plan shall not expire if, prior to the expiration date, a Precise Development Plan or a tentative subdivision map is approved in compliance with this Development Code. An approved Precise Development Plan shall not expire if, prior to the expiration date, a Building Permit, parcel or final map is issued for the project.~~

- ~~**2. Effect of expiration.** The expiration of an approved Master Plan shall terminate all proceedings and no Precise Development Plan or other permit shall be granted without first processing a new Master Plan application. The expiration of an approved Precise Development Plan shall terminate all proceedings and no Building Permit or other approval shall be granted without first processing a new Master Plan and Precise Development Plan application.~~

~~If a Master Plan or Precise Development Plan expires and if a Zoning Map Amendment was granted in compliance with the plans, the Commission may initiate a Zoning Map Amendment to rezone the real property to its former zoning district or any other zoning district the Commission finds consistent with the Countywide Plan.~~

Master Plans and Precise Development Plans

22.44.080

22.44.050

~~**B. Extensions.** Master Plan or Precise Development Plan approvals may be extended by the Director for at least three years following the original date of expiration, provided the Master Plan or Precise Development Plan is consistent with the Countywide Plan, Community Plan or Specific Plan applicable at the time the extension is acted on. If the Master Plan or Precise Development Plan approvals were granted concurrently with a Tentative Map, the maximum amount of time extensions would be determined by Section 22.84.140 (Extensions of Time for Tentative Maps).~~

~~Applications for extensions shall be submitted in writing, accompanied by a fee in an amount stated by the County Fee Ordinance. An application for an extension shall be submitted prior to the expiration of the Master Plan or Precise Development Plan.~~

~~**C. Amendments.** A valid Master Plan or Precise Development Plan may be amended by the Director, Commission, or Board, in compliance with the same procedures specified for initial approval.~~

## **CHAPTER 22.46 – FLOATING HOME ~~ADJUSTMENTS~~ EXCEPTIONS AND DEVIATIONS**

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### **Sections:**

- 22.46.010 – Purpose of Chapter
- 22.46.020 – Applicability
- 22.46.030 – Application Filing, Processing, and Review
- 22.46.040 – Decision and Findings

### **22.46.010 – Purpose of Chapter**

This Chapter provides procedures for Floating Home ~~Adjustment Permits~~ Exceptions and ~~Architectural Deviations~~, which are intended to allow for ~~adjustments or exceptions~~ from the strict application of the standards for maximum floor area, height, length, and width standards for floating homes.

### **22.46.020 – Applicability**

This Chapter shall apply to floating homes, where allowed by Article II (Zoning Districts and Allowable Land Uses), and in compliance with Section 22.32.075 (Floating Homes).

### **22.46.030 – Application Filing, Processing, and Review**

- A. Filing.** An application for a Floating Home ~~Adjustment-Exception Permit or Architectural Deviation~~ shall be submitted, filed, and processed in compliance with and in the manner described in Chapter 22.40 (Application Filing and Processing, Fees).

Floating Home ~~Adjustment-Exception Permit and Architectural Deviation~~ application forms are available online and at the Agency's public service~~information~~ counter.

- B. Project review procedure.** Each Floating Home ~~Adjustment-Exception Permit or Architectural Deviation~~ application shall be analyzed by the Agency to ensure that the application is consistent with the purpose and intent of this Chapter.

- C. Review Authority.** The Director may approve, approve with conditions or deny a Floating Home ~~Adjustment-Exception Permit or Architectural Deviation~~ application for the following:

**1. ~~Architectural Deviations.~~** The Director may act on deviations for:

- a. ~~Exceedance of the 16-foot height limitation up to a height of 20 feet;~~
- b. ~~Architectural projections up to 30 inches, such as decks, bay windows, roof overhangs, eaves, flotation barges and other similar architectural features, that extend beyond the specified length and width of the floating home and into the required spacing between floating homes, provided that a minimum distance of 3 feet or greater is maintained between floating homes;~~

- e. ~~Encroachments into the required spacing between floating homes by no more than 8 inches in conjunction with the replacement of a concrete barge hull with a new hull constructed of concrete or other non-combustible materials and provided: (1) the encroachment is only for a barge that substantially maintains the same dimensions as the existing barge; (2) a minimum distance of 3 feet or greater is maintained between floating homes; and (3) the existing setbacks for the superstructure are maintained; and~~

**2. ~~Adjustment Permits.~~** The Director may act on ~~Adjustment Permits~~ for the following:

- a. Floor Area;
- b. Length;
- c. Width;
- d. ~~Height over 20 feet; and~~
- e. ~~Setbacks (spacing and mooring requirements), except as authorized by an Architectural Deviation).~~

**D. ~~Notice of action and/or hearing date.~~** The Director may act on Floating Home ~~Adjustments Exception~~ administratively and Architectural Deviations without holding a public hearing.

## 22.46.040 – Decision and Findings

The Review Authority shall issue the decision and the findings upon which the decision is based. The Review Authority may approve, conditionally approve, or deny an application.

**A. ~~Architectural Deviations.~~** The Director may approve or conditionally approve a Floating Home ~~Architectural Deviation~~ only if all of the following findings are made:

1. ~~The deviation is comparable and compatible with the size of neighboring floating homes.~~
2. ~~The deviation results in adequate open space and viewsheds both within and to the marina.~~
3. ~~All features allowed by the deviation will not extend above 20 feet from the water line.~~
4. ~~The deviation will not provide for an additional story of living or storage space.~~
5. ~~The deviation will not result in public health and safety hazards, including, applicable fire safety standards.~~
6. ~~The deviation is consistent with the intent of Chapters 11.21 and 19.18 of the County Code.~~



**AB. Findings Adjustment Permits.** The Director may approve, or conditionally approve a Floating Home Exception ~~Adjustment~~ Permit only if all of the following findings are made:

1. The requested ~~exception~~ adjustment will not adversely or substantially diminish:
  - a. Light and ventilation to floating homes berthed adjacent to the proposed floating home; and
  - b. Existing views and/or view corridors enjoyed by owners or tenants of neighboring or adjoining floating homes and floating home sites. The term "neighbor" is not to be construed to mean the owners or occupants of land-based properties or improvements.
2. The size of the requested ~~adjustment~~ exception is:
  - a. Comparable and compatible with the size of neighboring floating homes; and
  - b. Will not encroach into any right-of-way, fairway, adjoining berth or any required open space.
3. The requested adjustment is the minimum necessary to satisfy the objectives sought by the owner and/or builder of the floating home.
4. The requested adjustment will not result in any detriment to other floating homes in the immediate vicinity of the proposed floating home.
5. The adjustment will not result in public health and safety hazards, including applicable fire safety standards.



## **CHAPTER 22.48 – CONDITIONAL USE PERMITS**

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### **Sections:**

- 22.48.010 – Purpose of Chapter
- 22.48.020 – Applicability
- 22.48.030 – Application Filing, Processing, and Review
- 22.48.040 – Decision and Findings
- 22.48.050 – Post Approval

### **22.48.010 – Purpose of Chapter**

This Chapter provides procedures for Conditional Use Permits, where required by Article II (Zoning Districts and Allowable Land Uses) and Article V (Coastal Zones – Permit Requirements and Development Standards), which are intended to allow for an activities or uses that are is unique and or whose effects on the surrounding environment cannot be determined prior to being proposed for a particular location.

### **22.48.020 – Applicability**

This Chapter shall apply to all conditional land use activities identified in Article II (Zoning Districts and Allowable Land Uses), and Article V (Coastal Zones – Permit Requirements and Development Standards), as applicable.

### **22.48.030 – Application Filing, Processing, and Review**

- A. Filing.** An application for a Conditional Use Permit shall be submitted, filed, and processed in compliance with and in the manner described in Chapter 22.40 (Application Filing and Processing, Fees).

Conditional Use Permit application forms are available online and at the Agency's public service~~information~~ counter.

- B. Project review procedure.** Each Conditional Use Permit application shall be analyzed by the Agency to ensure that the application is consistent with the purpose and intent of this Chapter.
- C. Hearings and notice.** Public hearings on a proposed Conditional Use Permit application shall be noticed in compliance with Chapter 22.118 (Notices, Public Hearings, and Administrative Actions).

The Zoning Administrator shall hold a public hearing, or the Director shall refer the application to the Commission for a public hearing, in compliance with Chapter 22.118 (Notices, Public Hearings, and Administrative Actions). This hearing shall include a review of the configuration, design, location, and potential impacts of the proposed use.

### **22.48.040 – Decision and Findings**

After a public hearing, the Review Authority shall record and file the decision and the findings upon which the decision is based. The Review Authority may approve a Conditional Use Permit application,

with or without conditions, only if all of the following findings are made:

- A. The proposed use is allowed, as a conditional use, within the subject zoning district and complies with all of the applicable provisions of this Chapter.
- ~~B. The proposed use is consistent with the Countywide Plan and any applicable Community Plan.~~
- BC. The design, location, size, and operating characteristics of the proposed use are compatible with the existing and future land uses in the vicinity.
- CD. That granting the Conditional Use Permit will not be detrimental to the public interest, health, safety, convenience, or welfare of the County, or injurious to the property or improvements in the vicinity and zoning district in which the real property is located.

### 22.48.050 – Post Approval

The following shall apply subsequent to the approval of a Conditional Use Permit application. These procedures are in addition to those identified in Section 22.40.080 (Post Approval) and Chapter 22.70 (Permit Implementation, Time Limits, Extensions).

- A. **Conditional Use Permit to run with the land.** A Conditional Use Permit granted in compliance with the provisions of this Chapter shall continue to be valid upon a change of ownership of: the site, business, service, use, or structure that was the subject of the permit application.
- B. **Changes to conditions and standards.** The review authority may approve minor changes to required conditions and operating standards of an approved Conditional Use Permit, in compliance with the provisions of this Chapter and Section 22.70.060 (Changes to an Approved Project).
- C. **Time Limits.** Notwithstanding any other provisions of this Development Code, a Conditional Use Permit shall expire if the use ~~is abandoned or ceases to operate for a five~~<sup>two</sup>-year period or greater, unless a Use Permit Renewal is granted to extend that period of time.

## **CHAPTER 22.49 – MASTER USE PERMITS**

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### **Sections:**

22.48.010 – Purpose of Chapter

22.48.020 – Applicability

22.48.030 – Application Filing, Processing, and Review

22.48.040 – Decision and Findings

22.48.050 – Post Approval

### **22.49.010 – Purpose of Chapter**

This Chapter provides procedures for Master Use Permits, where a Use Permit is required by Article II (Zoning Districts and Allowable Land Uses) and Article V (Coastal Zones – Permit Requirements and Development Standards), which are intended to allow for activities and uses that are unique and whose effects on the surrounding environment cannot be determined prior to being proposed for a particular location. A Master Use Permit is a type of Conditional Use Permit that allows for multiple conditional land use activities on a single site or in a single Master Plan area.

### **22.49.020 – Applicability**

This Chapter shall apply to all circumstances where multiple conditional land use activities identified in Article II (Zoning Districts and Allowable Land Uses), and Article V (Coastal Zones – Permit Requirements and Development Standards), as applicable, are proposed on a single site or in a single Master Plan area.

### **22.49.030 – Application Filing, Processing, and Review**

**A. Filing.** An application for a Master Use Permit shall be submitted, filed, and processed in compliance with and in the manner described in Chapter 22.40 (Application Filing and Processing, Fees).

Master Use Permit application forms are available online and at the Agency's public service counter.

**B. Project review procedure.** Each Master Use Permit application shall be analyzed by the Agency to ensure that the application is consistent with the purpose and intent of this Chapter.

**C. Hearings and notice.** Public hearings on a proposed Master Use Permit application shall be noticed in compliance with Chapter 22.118 (Notices, Public Hearings, and Administrative Actions).

The Zoning Administrator shall hold a public hearing, or the Director shall refer the application to the Commission for a public hearing, in compliance with Chapter 22.118 (Notices, Public Hearings, and Administrative Actions). This hearing shall include a review of the configuration, design, location, and potential impacts of the proposed use.

**22.49.040 – Decision and Findings**

After a public hearing, the Review Authority shall record and file the decision and the findings upon which the decision is based. The Review Authority may approve a Master Use Permit application, with or without conditions, only if all of the following findings are made:

- A. The proposed uses are allowed, as conditional uses, within the subject zoning district and comply with all of the applicable provisions of this Chapter.
- B. The design, location, size, and operating characteristics of the proposed uses are compatible with the existing and future land uses in the vicinity.
- C. That granting the Master Use Permit will not be detrimental to the public interest, health, safety, convenience, or welfare of the County, or injurious to the property or improvements in the vicinity and zoning district in which the real property is located.

**22.49.050 – Post Approval**

The following shall apply subsequent to the approval of a Master Use Permit application. These procedures are in addition to those identified in Section 22.40.080 (Post Approval) and Chapter 22.70 (Permit Implementation, Time Limits, Extensions).

- A. Master Use Permit to run with the land.** A Master Use Permit granted in compliance with the provisions of this Chapter shall continue to be valid upon a change of ownership of: the site, businesses, services, or uses that were the subject of the permit application.
- B. Changes to conditions and standards.** The review authority may approve minor changes to required conditions and operating standards of an approved Master Use Permit, in compliance with the provisions of this Chapter and Section 22.70.060 (Changes to an Approved Project).
- C. Time Limits.** Notwithstanding any other provisions of this Development Code, authorization for uses allowed by a Master Use Permit shall expire for any of the uses that cease to operate for a five-year period or greater, unless a Use Permit Renewal is granted to extend that time.

## **CHAPTER 22.50 – TEMPORARY USE PERMITS**

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### **Sections:**

- 22.50.010 – Purpose of Chapter
- 22.50.020 – Applicability
- 22.50.030 – Application Filing, Processing, and Review
- 22.50.040 – Allowed Temporary Uses
- 22.50.050 – Development Standards
- 22.50.060 – Decision and Findings
- 22.50.070 – Post Approval

### **22.50.010 – Purpose of Chapter**

This Chapter establishes procedures for allowing short-term uses which may not meet the normal development or use standards applicable to the subject zoning district, but which may be acceptable because of their temporary nature.

This Chapter provides a review process for a proposed use to ensure that basic health, safety, and general community welfare standards are met. This Chapter also provides a process for Agency approval of a suitable temporary use with the minimum necessary conditions or limitations consistent with the temporary nature of the use.

### **22.50.020 – Applicability**

This Chapter shall apply to all land use activities in all zoning districts defined in Article II (Zoning Districts and Allowable Land Uses), and Article V (Coastal Zones – Development and Resource Management Standards).

### **22.50.030 – Application Filing, Processing, and Review**

- A. Filing.** Application for a Temporary Use Permit shall be submitted, filed, and processed in compliance with and in the manner described in Chapter 22.40 (Application Filing and Processing, Fees).

Temporary Use Permit application forms are available online and at the Agency's public ~~service~~~~information~~ counter.

- B. Project review procedure.** Each Temporary Use Permit application shall be analyzed by the Agency to ensure that the application is consistent with the purpose and intent of this Chapter.
- C. Notice of action.** An administrative decision on a proposed Temporary Use Permit application shall be noticed in compliance with Chapter 22.118 (Notices, Public Hearings, and Administrative Decisions).

## 22.50.040 – Allowable Temporary Uses

The following temporary uses may be allowed subject to the issuance of a Temporary Use Permit. Uses that do not fall into the categories listed below shall comply with the use and development standards and permit requirements that otherwise apply to the subject site.

- A. Holiday product sales lots.** Lots used for the sale of seasonal holiday products, and the establishment of an accessory temporary residence and/or security trailer on the sales lots may be approved when needed for the provision of security.

A permit shall not be required when the temporary sales lot is used in conjunction with an established commercial business which has been issued a valid County Business License, provided that the activity does not consume more than 15 percent of the total parking spaces on the site and does not impair vehicle access.

Examples of temporary holiday sales lots are Christmas tree lots, pumpkin patches, and other seasonal holiday products. The uses may be located on vacant parcels or within existing parking lots.

- B. Mobile home used as a temporary residence.** A mobile home may be approved as a temporary residence when a valid Building Permit for a new residence is in effect. Two years after the date of issuance of the residential Building Permit, and/or two months after the final inspection of the single-family residence constructed pursuant to the residential building permit, the mobile home shall be removed from the project site, unless the Temporary Use Permit specifies a different time frame.

- C. Temporary construction yards and on-site storage containers.** An off-site temporary construction yard may be approved when the temporary construction yard is needed in conjunction with the construction of an approved development project. The temporary location of a storage container on the site of a construction project may be approved to securely store furniture, tools or construction materials.

A temporary construction yard or location of a storage container may be approved in conjunction with other development permits when at least one of the following conditions exist:

1. When a valid Building or Grading Permit is in effect, and the construction or remodeling of a development project is taking place; or
2. When an applicant can demonstrate that a temporary construction yard or storage container is needed on a short term basis while permanent site work is being conducted.

- D. Temporary office.** A temporary office may be approved as an accessory use, or as the first phase of a development project.

- E. Fuels management.** Temporary livestock grazing may be approved on a short term basis in any zoning district as a means of managing vegetation for fire protection purposes.

- F. Temporary operations or events.** Short term operations or events may be approved as a modification to an existing legal or legal non-conforming use for a trial period as a means of evaluating the appropriateness of allowing the operations to continue for a longer duration or events to occur on a regular basis pursuant to a Use Permit approval.



- G. Temporary real estate office.** A temporary real estate office may be approved within the area of an approved residential development project only for the sale of homes and/or lots.
- H. Temporary work trailers.** A trailer, coach, or mobile home may be approved as a temporary work site for employees of a business when at least one of the following conditions exist:
1. When a valid Building Permit is in effect, and the construction or remodeling of a permanent residential, commercial, or industrial structure is taking place; or
  2. When an applicant can demonstrate that a temporary trailer is needed on a short-term basis.
- I. Temporary retail establishments.** Retail establishments that will operate on a short-term basis.
- J. Similar temporary uses.** Other temporary uses which, in the opinion of the Director, are similar to and compatible with the zoning district and surrounding land uses may be approved. The maximum time period for which these types of uses shall be allowed will depend upon the particular circumstances involved.

### **22.50.050 – Development Standards**

Standards for floor areas, heights, landscaping, off-street parking areas, setbacks, and other structure and property development standards that apply to the category of use or the zoning district of the subject site (see Articles II (Zoning Districts and Allowable Land Uses) and III (Site Planning and General Development Regulations)) shall be used as a guide for determining the appropriate development standards for temporary uses. However, the Director may authorize variation from the specific standards, as deemed appropriate in the Temporary Use Permit.

### **22.50.060 – Decision and Findings**

The Director may approve or conditionally approve a Temporary Use Permit, only if the proposed temporary use is in compliance with Section 22.50.040 (Allowable Temporary Uses), above, and if all of the following findings are made:

- A.** The establishment, maintenance or operation of the use will not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use.
- B.** The use, as described and conditionally approved, will not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the County.
- C.** Approved measures for removing the use and restoring the site will ensure that the temporary use causes no changes to the site that will limit the range of possible future land uses otherwise allowed by this Development Code.

In order to make the determinations and findings listed above, the Review Authority shall take into consideration the temporary nature of the requested land use activity.

**22.50.070 – Post Approval**

The following shall apply subsequent to the approval of a Temporary Use Permit application. These procedures are in addition to those identified in Section 22.40.080 (Post Approval) and Chapter 22.70 (Permit Implementation, Time Limits, Extensions).

- A. Condition of site following temporary use.** Each site occupied by a temporary use shall be cleaned of debris, litter, or any other evidence of the temporary use upon completion or removal of the use, and shall thereafter be used in compliance with the provisions of this Development Code. A bond may be required prior to initiation of the use to ensure cleanup after the use is finished.
- B. Time limits.** The Notice of Decision for a Temporary Use Permit shall specify the permit duration.

## **CHAPTER 22.51 – USE PERMIT RENEWALS**

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### **Sections:**

- 22.51.010 – Purpose of Chapter
- 22.51.020 – Applicability
- 22.51.030 – Application Filing, Processing, and Review
- 22.51.040 – Decision and Findings
- 22.51.050 – Post Approval

### **22.51.010 – Purpose of Chapter**

This Chapter establishes procedures for renewing vested Use Permits~~Use Permits that were originally granted with a limited term.~~

### **22.51.020 – Applicability**

This Chapter shall apply to all renewals of vested Use Permits, ~~that were originally granted with a limited term and remain in full force and effect.~~ Vested Use Permits that have been granted with a limited term remain in full force and effect until such time as they expire, pursuant to Subsection 22.48.050.C or are revoked pursuant to Chapter 22.120 (Use Permit Revocations). Use Permits that are granted in perpetuity do not require renewal.

### **22.51.030 – Application Filing, Processing, and Review**

- A. Filing.** Application for a Use Permit Renewal shall be submitted, filed, and processed in compliance with and in the manner described for ministerial planning permits in Chapter 22.40 (Application Filing and Processing, Fees).

Use Permit Renewal application forms are available online and at the Agency's public ~~service~~~~information~~ counter.

- B. Project review procedure.** Each Use Permit Renewal application shall be analyzed by the Agency to ensure that the application is consistent with the purpose and intent of this Chapter. The Director may require a condition compliance review to determine whether the use has been conducted in conformance with the conditions of the original Use Permit approval.

### **22.51.040 – Decision and Findings**

The Director may approve or conditionally approve a Use Permit Renewal, only when the following finding can be made:

- A.** The approved use will be continued in substantial conformance with the original Use Permit.

The Director may impose such additional conditions of approval as are necessary to determine that the renewal is consistent with the finding above and may impose another limited term on the Use Permit. All the conditions of approval imposed by the original Use Permit shall continue to apply after a Use Permit has been renewed and do not need to be referenced in the decision on the Use Permit Renewal.

**22.51.050 – Post Approval**

The following shall apply subsequent to the approval of a Use Permit Renewal application. These procedures are in addition to those identified in Sections 22.40.080 (Post Approval), and 22.48.050 (Use Permit Post approval) and Chapter 22.70 (Permit Implementation, Time Limits, Extensions).

- A. Use Permit Renewal to run with the land.** A Use Permit Renewal granted in compliance with the provisions of this Chapter shall continue to be valid upon a change of ownership of: the site, business, service, use, or structure that was the subject of the permit application.
- B. Time Limits.** Notwithstanding any other provisions of this Development Code, a renewed Use Permit shall expire if the use is abandoned or ceases to operate for a two-year period or greater.

## **CHAPTER 22.52 – ~~TIDELANDS~~ SITE PLAN REVIEW ~~PERMITS~~**

### **Sections:**

22.52.010 – Purpose of Chapter

22.52.020 – Applicability

22.52.030 – ~~Exemptions~~ Application Filing, Processing, and Review

~~22.52.040 – Prohibitions~~

22.52.0450 – Application Filing, Processing, and Review ~~Exemptions~~

~~22.52.060 – Coastal Zone~~

22.52.0570 – Decision and Findings

### **22.52.010 – Purpose of Chapter**

This Chapter provides procedures for Site Plan Review consisting of a review of site plans for the arrangement and design of physical improvements in order to implement the goals of the Countywide Plan and is intended to ensure that:

- A. Sound and creative design principles are used by applicants in designing proposed projects, which will result in high quality site planning;
- B. The natural heritage and beauty of the County will be preserved and adverse physical effects which might otherwise result from unplanned or inappropriate development, design, or placement are minimized or eliminated.

~~County beaches, salt marshes, shorelines, tidelands, and waterways are vital natural resources which benefit present and future generations of County residents and visitors. These resources offer open space, recreational activities (e.g., boating, fishing, swimming, walking, etc.), scenic views, wildlife habitats, opportunities for water transportation and sites for homes and for water-oriented resorts and industries. They fulfill an indispensable role in preserving the climate, air and water quality, and health of wetland and adjacent upland habitats of the County. These benefits could be destroyed or seriously reduced by uncontrolled filling, excavation or construction.~~

~~This Chapter provides procedures for the processing of Tidelands Permits to encourage the fullest enjoyment of these potential benefits with a minimum of physical disturbance and to outline the standards and requirements by which filling, excavation, and construction in tideland areas will be conducted.~~

### **22.52.020 – Applicability**

~~The provisions of this Chapter apply underto any all land and water areas that are, or have been at any time within the preceding 12 months, below the mean high tide, based on the National Geodetic Vertical Datum for the subject site, and to contiguous land between that elevation line, and either a point 100 feet inland or the nearest publicly maintained road, whichever is closer.~~

~~All of the land and water area described in this Chapter shall be referred to as “tidelands.” of the following circumstances:~~

- A. Proposed development would increase the lot coverage above 75 percent on a single family residential lot.

- B. Site Plan Review was required by a Master Plan, Design Review Waiver, or as a mitigation measure for a previous planning permit approval.
- C. The construction of any new driveway that exceeds a length of 250 feet in the A2, C1, H1, RA, RR, RE, R1, R2, and VCR zoning districts.
- D. All development and improvements on lots accessed by paper streets, without regard to the size of the lots or the applicable zoning district.
- E. In those instances where a vacant legal lot of record in the Countywide Plan's City-Centered, Baylands, or Inland Rural Corridor is proposed for development, any proposed development within the Countywide Plan's Stream Conservation Area that adjoins a mapped anadromous fish stream and tributary shall be subject to Site Plan Review as provided by this chapter if the lot is zoned A, A-2, RA, H1, O-A, RR, RE, R1, R2, C-1, A-P, or VCR, including all combining zoning districts. Development includes all physical improvements, including buildings, structures, parking and loading areas, driveways, retaining walls, fences, and trash enclosures. The determination of the applicability of this requirement shall be based on the streams and tributaries shown on the map entitled "Marin County Anadromous Fish Streams and Tributaries," which is maintained and periodically updated by the Community Development Agency.
- F. Any development seaward of the mean higher high tide and any increase of lot coverage within a tidelands area.

### **22.52.030 – Site Plan Review Exemptions**

The following types of development are exempt from Site Plan Review:

- A. Development subject to Design Review or Variance requirements.
- B. Floating homes.
- C. Signs.

### **22.52.0430 – Application Filing, Processing, and Review**

- A. **Filing.** An application for a Site Plan Review~~Tidelands Permit~~ shall be submitted, filed, and processed in compliance with and in the manner described in Chapter 22.40 (Application Filing and Processing, Fees).

Site Plan Review~~Tidelands Permit~~ application forms are available online and at the Agency's public service~~information~~ counter.

- B. **Site Plan Review Procedures.** The Director shall approve, conditionally approve, or deny all Site Plan Review applications in compliance with Section 22.42.060 (Decision and Findings), except as otherwise provide in Subsections D and E, below.
- C. **Zoning Administrator review.** When the Site Plan Review application is associated with a permit application that requires a public hearing, the Site Plan Review action may be taken by the Zoning Administrator.

- D. Referral to Commission.** When the Director finds that significant policy issues are raised by the proposed project, the Director may refer the Design Review application to the Planning Commission for a final action.
- B. Project review procedure.** Each Tidelands Permit application shall be analyzed by the Agency to ensure that the application is consistent with the purpose and intent of this Chapter.
- C. Action on Tidelands Permit.** The Director shall act upon the request or refer the application to the Zoning Administrator or Commission, in the following manner:
- 1. Action by Director.** If the application includes only repair to a structure or is for a single-family dwelling or if the Director determines the work to be minor and incidental and without significant environmental impact, the Director shall approve, conditionally approve or deny the application, or refer the application to the Zoning Administrator or Commission.
  - 2. Action by Commission.** If the application involves new construction and/or cannot be considered to be minor and incidental or is expected to have significant environmental impact, the application shall be referred to the Commission for consideration. The Commission shall approve, conditionally approve, or deny the application. The Commission shall consider, in arriving at its decision, applicable regional and State plans for tidal waterways and the criteria, standards, and policies developed by those agencies administering the regional and State plans.
- DE. Notice of action and/or hearing date.** Administrative decisions and public hearings on a proposed Tidelands Permit Site Plan Review application shall be noticed in compliance with Chapter 22.118 (Notices, Public Hearings, and Administrative Actions).

### **22.52.040 — Prohibitions**

It is unlawful for any person, firm, corporation, or public agency to allow, cause, or do any of the following on any of the tidelands designated in Section 22.52.020 (Applicability), except in compliance with Section 22.52.050 (Exemptions), or as permitted in compliance with Section 22.52.070 (Decision and Findings):

- A.** Construct, deposit, or dump within, or fill with dirt, earth, garbage, mud, refuse, or any other material;
- B.** Dredge, excavate, or remove any dirt, earth, gravel, mud, sand, or any other material; and/or
- C.** Place or construct any breakwater, bulkhead, pier, wall, or other structure.

### **22.52.050 — Exemptions**

The following shall be exempt from the provisions of this Chapter:

- A. Emergency work.** Emergency work immediately necessary to prevent, or to minimize, imminent damage to land or improvements from floodwaters, as determined by the Director. The emergency work shall be reported to the Agency, on the next business day following commencement of the work, and confirmed in writing, within 10 days after the start of the work;

- ~~B. — Maintenance of existing legal structures. Any maintenance work to legal structures which existed prior to the effective date of this Development Code;~~
- ~~C. — Minor/incidental work. Any structure, fill, or excavation of the tidelands which the Director finds to be minor or incidental, including maintenance dredging that does not exceed the limits authorized under prior Tidelands Permits or other State and Federal permits;~~
- ~~D. — Work approved by land use permit. Any structure, fill, or excavation which has been approved as part of an application, action or permit by the Director, Zoning Administrator, Commission, or Public Works Director, except that the structure, fill, or excavation shall not be deemed to have been approved by a Building Permit.~~

~~Where a development is subject to other provisions of this Development Code, approval of any structure, fill, or excavation within the scope of this Chapter, which is contained in the development, shall be subject to the findings of Section 22.52.070 (Decision and Findings);~~

- ~~E. — Work behind secured existing dikes. Any structure, fill, or excavation which is behind secured dikes, which existed prior to the effective date of this Development Code, or which was approved in compliance with the governing Marin County Code, and which is normally not subject to tidal action by virtue of the dike, or which is only temporarily under tidal action due to defective tide gates; and~~
- ~~F. — Creeks, estuaries and rivers. Any structure, fill or excavation in creeks, estuaries, and rivers that are subject to tidal action and located upstream from certain defined points, as follows:~~
- ~~1. — Coyote Creek: State Highway No. 1 Bridge; and~~
  - ~~2. — Corte Madera Creek: Downstream end of concrete channel.~~

### **22.52.060 — Coastal Zone**

~~Any filling, excavation, and construction in tideland areas of the Coastal Zone, as defined by the Coastal Act of 1976, may require issuance of a Coastal Permit, in compliance with Article V (Coastal Zones — Development and Resource Management Standards).~~

### **22.52.0570 – Decision and Findings (for Tidelands Permits)**

The Review Authority may only approve or conditionally approve an application if all of the following findings are made:

- ~~A. The development would be consistent with all the site development criteria established in the Discretionary Development Standards. The encroachment into the tidelands is the minimum necessary to achieve the intent of this Chapter and the purpose of the proposed work.~~
- ~~B. — The proposed fill, excavation, or construction will not unduly or unnecessarily:~~
- ~~1. — Inhibit navigation;~~
  - ~~2. — Inhibit access to publicly owned tidelands;~~
  - ~~3. — Cause, or increase the likelihood of, water pollution;~~



- ~~4. Cause, or increase the likelihood of, flooding of adjoining parcels;~~
  - ~~5. Destroy, or accelerate the destruction of, habitats essential to species of fish, shellfish, and other wildlife of substantial public benefit;~~
  - ~~6. Interfere with, or detract from, public viewsheds toward the water, particularly on natural features of visual prominence;~~
  - ~~7. Conflict with the scenic beauty of the shoreline due to bulk, mass, color, form, mass, height, illumination, materials, or the extent and design of the proposed work;~~
  - ~~8. Create a safety hazard in connection with settlement of fill or earthquakes; or~~
  - ~~9. Reduce natural waterways by eroding banks, or causing sedimentation or siltation.~~
- ~~C. The proposal is in substantial compliance with the Countywide Plan and any applicable Community Plan and Local Coastal Program, and is consistent with public trust policies for tidelands areas.~~
- ~~D. New public benefits will be created offsetting some of the impacts that may be caused by implementation of the proposal; however, this finding is not required to be made when one of the following circumstances exist:~~
- ~~1. The application covers lands wholly above the mean high tide based on the National Geodetic Vertical Datum for the subject parcel; or~~
  - ~~2. The size or potential uses of the parcel are so limited that creation of a new public benefit would be infeasible, and where the amount and effect of structures, fill, or excavating, are minimal.~~
- ~~E. These public benefits may be realized when one or more of the following are included in the proposed development application:~~
- ~~1. Development of new recreational opportunities;~~
  - ~~2. Provision of new public access to the water;~~
  - ~~3. Enhancement of shoreline appearance;~~
  - ~~4. Establishment of water transportation;~~
  - ~~5. Facilities for land or air transportation, where all other alternatives have been exhausted;~~
  - ~~6. Construction of water oriented industry or development of marine food supplies;~~
  - ~~7. Habitat replacement and restoration; or~~
  - ~~8. Other benefits considered by the Review Authority to be of comparable importance.~~
- ~~F. The proposed fill, excavation, or construction will not adversely affect the existing public rights on the property.~~

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- B.** The development would be consistent with any applicable site development criteria for specific land uses provided in Chapter 22.32 or special purpose combining districts provided in Chapter 22.14 of this Development Code.
- C.** The development would employ best management practices for drainage and storm water management.
- D.** The development would hold ground disturbance to a minimum and every reasonable effort would be made to retain the natural features of the area, such as skyline and ridge tops, rolling land forms, knolls, significant native vegetation, trees, rock outcroppings, shorelines, streambeds and watercourses.
- E.** If substantial ground disturbance is entailed in the development, the site would be adequately landscaped with existing or proposed vegetation at project completion.



## **CHAPTER 22.54 – VARIANCES**

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### **Sections:**

- 22.54.010 – Purpose of Chapter
- 22.54.020 – Applicability
- 22.54.030 – Application Filing, Processing, and Review
- 22.54.040 – Exemptions
- 22.54.045 – Waivers
- 22.54.050 – Decision and Findings

### **22.54.010 – Purpose of Chapter**

This Chapter provides procedures for the adjustment from the development standards of this Development Code only when, because of special circumstances applicable to the property, including location, shape, size, surroundings, or topography, the strict application of this Development Code denies the property owner privileges enjoyed by other property owners in the vicinity and under identical zoning districts. Any Variance granted shall be subject to conditions that will ensure that the Variance does not constitute a granting of special privilege(s) inconsistent with the limitations upon other properties in the vicinity and zoning district in which the property is situated.

The power to grant Variances does not extend to land use regulations; flexibility in use regulations is provided in Chapter 22.48 (Use Permits).

### **22.54.020 – Applicability**

The provisions of this Chapter shall apply to all development which does not comply with the standards of this Development Code. A Variance may be granted to vary or modify the strict application of the regulations or provisions contained in this Development Code. Variances cannot be granted for relief from use limitations and minimum lot size and density requirements. Variances provide relief from standards relating to height, floor area ratio, and setbacks.

### **22.54.030 – Application Filing, Processing, and Review**

- A. Filing.** An application for a Variance shall be submitted, filed, and processed in compliance with and in the manner described in Chapter 22.40 (Application Filing and Processing, Fees). It is the responsibility of the applicant to establish evidence in support of the findings required by Section 22.54.050 (Decision and Findings).

Variance applications are available online and at the Agency's public service~~information~~ counter.

- B. Project review procedure.** Each application shall be analyzed by the Agency to ensure that the application is consistent with the purpose and intent of this Chapter.
- C. Action on Variances.** Decisions on Variances may be issued by the Director, in compliance with this Chapter, or referred to the Commission for action.

- D. Notice of action and/or hearing date.** Administrative decisions and public hearings on a proposed Variance application shall be noticed in compliance with Chapter 22.118 (Notices, Public Hearings, and Administrative Actions).

### **22.54.040 – Exemptions**

~~A. In situations where development is proposed within the footprint of a legal or legal non-conforming building constructed prior to January 1, 2012, the Director may find a project exempt from the requirements of Section 22.54.020 (Applicability), above, subject to the following:~~

~~A. The cubical contents of the structure shall not be increased with the exception of minor dormers and bay windows which provide headroom or circulation or projects that are addressed below in section 22.54.040.C, but do not add to the bulk and mass of the structure.~~

~~B. The floor area ratio may increase, not to exceed 0.35 maximum, or 300 square feet, whichever is more restrictive, except that such area limitations do not apply to circumstances in flood zones that are addressed below in section 22.54.040.C.~~

~~C. The floor area ratio may increase above 30 percent if the increase in floor area is due to a Federal or County requirement that an existing structure be raised above the base flood elevation. In this instance, the finished floor of the first level above the base flood elevation shall not be more than 18 inches above the base flood elevation. Floor area beneath proposed additions does not qualify for this exemption.~~

~~D. Existing legal non-conforming setbacks may be maintained if a structure is being raised to conform to a Federal or County requirement that an existing structure be raised above the base flood elevation. In this instance, the finished floor of the first level above the base flood elevation shall not be more than 18 inches above the base flood elevation. Development beneath proposed additions does not qualify for this exemption.~~

~~E. The height of a roof of an existing structure that encroaches into a required setback is being lowered by any height or is being raised by not more than three feet in height above the existing roof, or to a maximum of 30 feet above grade, whichever is more restrictive.~~

~~The project shall be subject to Design Review. Reconstruction of legal or legal non-conforming structures that were damaged or destroyed by a natural disaster is exempt from Variance requirements.~~

~~F. B. The conversion of garages to accessory dwelling units or construction of accessory dwelling units above garages, in conformance with Section 22.32.120.~~

### **22.54.045 – Waivers**

In situations where development is proposed within the footprint of a legal or legal non-conforming building constructed prior to January 1, 2012, the Variance requirement shall be waived and the project shall instead be subject to Chapter 22.42 - Design Review, provided it meets one of the following criteria:

- A. The cubical contents of the structure shall not be increased with the exception of minor dormers and bay windows which provide headroom or circulation or projects that are addressed below in subsection C below, but do not add to the bulk and mass of the structure.
- B. The floor area ratio may increase, not to exceed 0.35 maximum, or 300 square feet, whichever is more restrictive, except that such area limitations do not apply to circumstances in flood zones that are addressed below in section 22.54.040.C.
- C. The floor area ratio may increase above 30 percent if the increase in floor area is due to a Federal or County requirement that an existing structure be raised above the base flood elevation. In this instance, the finished floor of the first level above the base flood elevation shall not be more than 18 inches above the base flood elevation. Floor area underneath the proposed additions does not qualify for this exemption.
- D. Existing legal non-conforming setbacks may be maintained if a structure is being raised to conform to a Federal or County requirement that an existing structure be raised above the base flood elevation. In this instance, the finished floor of the first level above the base flood elevation shall not be more than 18 inches above the base flood elevation. Development underneath the proposed additions does not qualify for this exemption.
- E. The height of a roof of an existing primary structure that encroaches into a required setback is being lowered by any height or is being raised by not more than three feet in height above the existing roof, or to a maximum of 30 feet above grade, whichever is more restrictive.
- F. Detached accessory structures, retaining walls, fences and screening walls, and primary agricultural structures that would otherwise need to meet height and setback requirements, may vary from those requirements.
- G. Primary residential buildings exceeding a height of 30 feet but not exceeding a height of 35 feet above grade in conventional districts.

### **22.54.050 – Decision and Findings**

Following notice for an Administrative Variance, or a public hearing for a Public Hearing Variance, the Review Authority shall issue a notice of decision in writing with the findings upon which the decision is based, in compliance with State law (Government Code Section 65906). The Review Authority may approve an application, with or without conditions, only if all of the following findings are made:

- A.** There are special circumstances unique to the property (e.g., location, shape, size, surroundings, or topography), so that the strict application of this Development Code denies the property owner privileges enjoyed by other property owners in the vicinity and under identical zoning districts.
- B.** Granting the Variance does not allow a use or activity which is not otherwise expressly authorized by the regulations governing the subject parcel.
- C.** Granting the Variance does not result in special privileges inconsistent with the limitations upon other properties in the vicinity and zoning district in which the real property is located.

- D.** Granting the Variance will not be detrimental to the public interest, health, safety, convenience, or welfare of the County, or injurious to the property or improvements in the vicinity and zoning district in which the real property is located.





## **CHAPTER 22.56 – RESIDENTIAL ACCESSORY DWELLING UNIT SECOND UNIT PERMITS**

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### **Sections:**

22.56.010 – Purpose of Chapter

22.56.020 – Applicability

22.56.030 – Application Filing, Processing, and Review of Accessory Dwelling Units

~~22.56.040 – Exemptions~~

~~22.56.040 – Decision and Findings for Existing Second Units~~

22.56.050 – Decision and Findings for ~~New Second Units~~ Accessory Dwelling Units

### **22.56.010 – Purpose of Chapter**

This Chapter establishes a procedure to allow ~~new second unit~~ accessory dwelling units and ~~and to legalize second units that pre-existed~~ policies and standards that ~~regulate second units~~ junior accessory dwelling units.

### **22.56.020 – Applicability**

The provisions of this Section shall apply ~~to single family and multifamily residential zoning districts~~ to accessory dwelling units, including junior accessory dwelling units, including the R1, R-2, RA, RR, RE, RSP, C R1, C R2, C RA, C RSP, C RSPPS, A, A2, ARP, C ARP, RMP, and C RMP districts in the unincorporated portions of the County. Second Units shall comply with Section 22.32.140 (Residential Second Units).

While accessory dwelling unit permits are required, a property owner may have a junior accessory dwelling unit certified by the County on a purely voluntary basis provided it meets all the eligibility requirements, or forego such recognition at the owner's discretion.

### **22.56.030 – Application Filing, Processing, and Review of Accessory Dwelling Unit Permits**

A. **Filing.** Application for an ~~Second Unit~~ Accessory Dwelling Unit Permit shall be submitted, filed, and processed in compliance with and in the manner described for ministerial planning permit applications in Chapter 22.40 (Application Filing and Processing, Fees).

Accessory Dwelling Unit Permit applications are available online and at the Agency's public service counter.

B. **Project review procedure.** Each ~~Second Unit~~ Accessory Dwelling Unit Permit application shall be analyzed by the Agency to ensure that the application is consistent with the purpose and intent of this Chapter, and the findings specified for ~~new or existing second unit~~ accessory dwelling units. If a discretionary permit related to the ~~second unit~~ accessory dwelling unit development is required, findings of consistency with the Countywide Plan and applicable community plan shall be made as part of the approval of the discretionary permit. Once a decision has been rendered on an ~~second unit~~ accessory dwelling unit application, notice of that decision shall be referred to any special districts or County agencies that provide services to the subject property.

- C. ~~Action on Second Unit~~Accessory Dwelling Unit Permit.** The Director shall act upon the ~~Second Unit~~Accessory Dwelling Unit Permit after any discretionary permits related to the development have been issued and any appeals related to those discretionary permits have been acted upon.

### **22.56.040 – Exemptions**

- A. Within a single family residential zone, an application for a building permit to create one accessory dwelling unit per single-family residential lot is exempt from Accessory Dwelling Unit requirements if the following applies: (1) the unit is entirely contained within a legal single-family residence that was in existence as of January 1, 2017 or a legal residential accessory structure that was in existence as of January 1, 2017; (2) the unit has independent exterior access from the existing residence, and; (3) the side and rear setbacks are sufficient for fire safety.
- B. Junior accessory dwelling units are exempt from the requirements of this section and may be certified by the Director provided they meet all the eligibility criteria of section 22.32.120.

### **22.56.040 – Decision and Findings for Existing Second Units**

~~A second unit existing prior to March 27, 1987, or the effective dates of resolutions establishing Second Unit Use Permit standards in specific communities (September 29, 1983 in Bolinas, January 10, 1984 in the Tamalpais area, and June 25, 1985 in Stinson Beach), may be approved through a Second Unit Permit as an existing second unit. The Director may only approve or conditionally approve an application for an existing second unit if all of the following findings are made:~~

- ~~A. The second unit is located on the same lot on which the owner of record maintains a primary residence. The following exceptions apply to this finding:~~

~~— The owner occupancy requirement does not apply to existing second units in the communities of Bolinas and Inverness. In the Tamalpais Area, a property owner of an existing second unit may request an exemption from the owner occupancy requirement for a period of two years for good cause such as temporary job transfer or settlement of an estate that involves the property. Public notice shall be given prior to a decision of exemption. The exemption may be extended for up to two years at a time subject to new public noticing for each exemption. Exemptions may be granted without public hearing.~~

- ~~B. The second unit meets all Design Characteristics standards listed in Section 22.32.140.C of this Development Code.~~

~~C. The lot on which the second unit is located shall have a minimum of one off street parking space assigned to a studio or one bedroom second unit or two off street parking spaces assigned to a two or more bedroom second unit. Off street parking spaces assigned to the second unit shall be independently accessible and shall be in addition to those required for the primary residence. This finding shall be waived upon approval of a parking exception by the Department of Public Works.~~

- ~~D. The second unit is the only additional dwelling unit on the lot.~~

~~E. The second unit complies with the applicable requirements of the current edition of the California Residential Code (Part 2.5, Title 24, CCR).~~

~~F. If the lot is not served by a local sanitary district, adequate on-site sewage disposal will be available in compliance with County and State regulations.~~

~~G. If the lot is not served by a local water district, adequate well water supplies exist to serve the existing second unit in compliance with County and State regulations.~~

~~**Supplemental Findings.** The following supplemental findings shall be made to approve or conditionally approve an existing second unit in the Tamalpais and Inverness Community Plan Areas:~~

~~H. In the Tamalpais area the lot on which the existing second unit is located is at least the minimum lot size requirement of the zoning or 7,500 square feet, whichever is less restrictive. In the Inverness area, the lot on which the existing second unit is located is at least 7,500 square feet in size.~~

~~I. In the Tamalpais Area, the floor area of the existing second unit shall not exceed 750 square feet.~~

## **22.56.050 – Decision and Findings for ~~New Second Unit~~ Accessory Dwelling Units**

~~As used in this chapter, a new second unit is either a unit that is proposed to be established or a unit that was established after March 27, 1987, or the effective dates of resolutions establishing Second Unit Use Permit standards in specific communities (September 29, 1983 in Bolinas, January 10, 1984 in the Tamalpais area, and June 25, 1985 in Stinson Beach). The Director may only approve or conditionally approve an application for an accessory dwelling ~~new second~~ unit if all of the following findings are made:~~

~~A. The second unit would be located on the same lot on which the owner of record maintains a primary residence. The following exceptions apply to this finding:~~

~~— *The owner occupancy requirement does not apply to second units in the communities of Bolinas and Inverness.* In the Tamalpais Community Plan Area, the accessory dwelling unit would be located on the same lot on which the owner of record maintains a primary residence. A property owner of an accessory dwelling unit may request an exemption from the Tamalpais owner-occupancy requirement for a period of two years for good cause such as temporary job transfer or settlement of an estate that involves the property. Public notice shall be given prior to a decision of exemption. The exemption may be extended for up to two years at a time subject to new public noticing for each exemption. Exemptions may be granted without a public hearing.~~

~~B. The ~~second unit~~accessory dwelling unit meets all Design Characteristics and other standards listed in Section 22.32.12040.C of this Development Code.~~

~~C. The lot on which the second unit would be located meets the minimum building site area requirements of the zoning district in which it is located. The slope ordinance shall apply in determining the minimum lot size, where appropriate. The minimum building site area requirements of the governing zoning and the slope ordinance shall be waived in those cases where the second unit is created within the footprint of an existing structure on the site. This~~

finding shall be waived upon approval of Design Review for the Second Unit and the following exceptions apply to this finding:

~~In Stinson Beach, new detached second units are only permitted on lots of one acre or more, subject to Design Review. In Bolinas, the lot must meet the minimum building site area requirements of the zoning district in which it is located unless it is ½ acre or larger. In Bolinas, there is no minimum lot size requirement if the new second unit is located within the existing residence. In the Tamalpais and Inverness areas, the lot must be at least 7,500 square feet in size. The accessory dwelling unit meets all the Parking Criteria listed in Section 22.32.120.D of this Development Code.~~

~~D. The second unit would be the only additional dwelling unit on the lot.~~

~~E. The second unit would meet all applicable building codes adopted by the County.~~

DF. If the lot is not served by a local sanitary district, adequate on-site sewage disposal will be available in compliance with County and State regulations.

EG. If the lot is not served by a local water district, adequate well water supplies exist to serve the ~~second unit~~ accessory dwelling unit in compliance with County and State regulations.

FH. The addition of an ~~second unit~~ accessory dwelling unit would incorporate materials, colors, and building forms that are compatible with the existing residence on the property. ~~This finding shall be waived upon approval of Design Review for the Second Unit.~~

~~I. The floor area of a second unit shall not exceed 750 square feet. If the second unit would be within a detached building, then all of the floor area of the detached building shall be counted toward the 750 square foot area limit.~~

~~J. The lot on which the second unit would be located shall have a minimum of one off-street parking space assigned to a studio or one-bedroom second unit or two off-street parking spaces assigned to a two or more bedroom second unit. Off-street parking spaces assigned to the second unit shall be independently accessible and shall be in addition to those required for the primary residence, in compliance with Title 24 standards. This finding shall be waived upon approval of a parking exception by the Department of Public Works.~~

~~K. A second unit shall be allowed only where the street providing access to the site is of the minimum width necessary to allow for the safe passage of emergency vehicles, as determined by the Department of Public Works. In Inverness, no second units are permitted in the portion of the Paradise Ranch Estates Subdivision that accesses Sir Francis Drake Boulevard via Drakes View Drive due to concerns regarding road safety and emergency access.~~

GL. An accessory dwelling ~~second~~ unit shall be located outside of the Stream Conservation Area and identified Wetland Conservation Areas except under the following circumstances: (1) the unit is created within an existing authorized primary or accessory structure through the alteration of existing floor area without increasing the cubical contents of the structure (with the exception of minor dormers, bay windows, and stairwells); and (2) no site disturbance related to the provision of parking and access improvements or other construction encroaches into a Stream Conservation Area or Wetland Conservation Areas.

~~**Supplemental Findings.** The following supplemental findings shall be made to approve or conditionally approve a residential second unit within the Kentfield/Greenbrae, Kent Woodlands, and Sleepy Hollow Community Plan areas, and nearby unincorporated communities within the Sir Francis Drake Boulevard traffic corridor that extend to the westerly limit of the City Centered corridor.~~

~~**M.** The development of second dwelling units shall be permitted on a ministerial basis within existing structures where they do not increase the number of existing bedrooms on the property.~~

~~**N.** On properties within one quarter mile of an established bus or other transit route operated by a public transportation agency, the development of second units which result in additional bedrooms on the property, or which expand the cubical contents of existing development may be considered through a discretionary Design Review process pursuant to Chapter 22.42 (Design Review).~~

~~**O.** Second units which result in additional bedrooms on the property, or which expand the cubical contents of existing development shall not be permitted on properties further than one quarter mile from an established bus or other transit route.~~

## **CHAPTER 22.58 – LARGE FAMILY DAY-CARE PERMITS**

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### **Sections:**

22.58.010 – Purpose of Chapter

22.58.020 – Applicability

22.58.030 – Application Filing, Processing, and Review

22.58.040 – Decision and Findings for Large Family Day-care Permits

### **22.58.010 – Purpose of Chapter**

This Section establishes standards for the County review of large family day-care facilities, in conformance with State law (Health and Safety Code Section 1596.78), including the limitations on the County's authority to regulate these facilities.

### **22.58.020 – Applicability**

As provided by State law (Health and Safety Code Sections 1596.78, et seq.), large family day-care homes are allowed within any single-family residence located in an agricultural or residential zoning district. These standards apply in addition to all other applicable provisions of this Development Code, including Section 22.32.050 (Child Day-Care Facilities), and any requirements imposed by the California Department of Social Services.

### **22.58.030 – Application Filing, Processing, and Review**

- A. Filing.** Application for a Large Family Day-care Permit shall be submitted, filed, and processed in compliance with and in the manner described for ministerial permits in Chapter 22.40 (Application Filing and Processing, Fees).

Large Family Daycare Permit applications are available online and at the Agency's public service counter.

- B. Project review procedure.** Each Large Family Day-care Permit application shall be analyzed by the Director to ensure that the application is consistent with the purpose and findings of this Chapter.

### **22.58.040 – Decision and Findings for Large Family Day-care Permits**

As allowed by Health and Safety Code Sections 1597.46 et seq., The Director may approve or conditionally approve a Large Family Day-care Permit if it complies with the following criteria listed below.

- A. Fire protection.** The facility shall contain a fire extinguisher and smoke detector devices and comply with all standards established by the County Fire Department.
- B. Location requirements.** No residential lot shall be bordered on more than one side by a large family day-care home. The Director shall also determine that the proposed facility will not result in an over concentration of child day-care facilities to the detriment of the neighborhood.

- C. Noise standards.** A facility within or adjoining any residential zoning district may only operate up to 14 hours per day and may only conduct outdoor activities between the hours of 7:00 A.M. and 7:00 P.M. The actual hours of operation shall be specified in the permit.
- D. Passenger loading area.** A drop-off and pick up area shall be established to ensure that children are not placed at risk and street traffic is not unduly interrupted. The driveway may serve as a drop-off area, provided that the driveway is not required to remain available for resident or employee parking.
- E. Parking.** Adequate off-street parking shall be available to accommodate residents of the site and all employees, staff and/or volunteers engaged at the child day-care facility. On-street parking may be substituted for the required off-street parking for employees and/or volunteers if the applicant can demonstrate to the satisfaction of the Director that there is adequate on-street parking for this purpose in the immediate area without creating a parking problem for adjacent uses.
- F. Signs.** All on-site signs shall be in compliance with Chapter 22.28 (Signs) and Chapter 22.60 (Permits for Displays and Signs).
- G. Zoning district requirements.** The facility shall conform to all property development standards of the applicable zoning district.
- H. Permit compliance review.** A Large Family Day-care Permit shall require an administrative permit compliance review two years following issuance of the permit to ensure that the facility complies with all standards and does not result in an overconcentration of child care facilities in the neighborhood. The Director shall issue administrative criteria for determining overconcentration. Additional compliance review may be required by the Director if necessary.





## **CHAPTER 22.59 – HOMELESS SHELTER PERMITS**

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### **Sections:**

22.59.010 – Purpose of Chapter

22.59.020 – Applicability

22.59.030 – Application Filing, Processing, and Review

22.59.070 – Decision and Findings for Homeless Shelter Permits

### **22.59.010 – Purpose of Chapter**

This Section establishes permit requirements for the County review of any facility proposed for use as a homeless shelter.

### **22.59.020 – Applicability**

Where allowed by Article II (Zoning Districts and Allowable Land Uses), homeless shelters shall comply with the standards of Section 22.32.095 (Homeless Shelters). Homeless shelter means housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person. No individual or household may be denied emergency shelter because of an inability to pay.

### **22.59.030 – Application Filing, Processing, and Review**

- A. Filing.** Application for a Homeless Shelter Permit shall be submitted, filed, and processed in compliance with and in the manner described for ministerial permits in Chapter 22.40 (Application Filing and Processing, Fees).

Homeless Shelter Permit applications are available online and at the Agency's public service counter.

- B. Project review procedure.** Each Homeless Shelter Permit application shall be analyzed by the Director to ensure that the application is consistent with the purpose and findings of this Chapter.

### **22.59.040 – Decision and Findings for Homeless Shelter Permits**

The Director may approve or conditionally approve a Homeless Shelter Permit if it complies with standards as set forth in Chapter 22.32.095, and comply with all standards established by the County Fire Department or local Fire Protection District as applicable.



## **CHAPTER 22.60 – PERMITS FOR SIGNS**

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### **Sections:**

22.60.010 – Purpose

22.60.020 – Applicability

22.60.030 – Master Sign Program Procedures

22.60.040 – Sign Review Procedures

22.60.050 – Sign Permit Procedures

22.60.060 – Temporary Sign Permit Procedures

22.60.070 – Appeal Procedures

22.60.080 – Expiration and Extension

### **22.60.010 – Purpose**

This Chapter establishes the permitting requirements for permanent and temporary signs to ensure compliance with the applicable provisions of this Development Code.

### **22.60.020 – Applicability**

**A. Sign Authorization.** Before a sign is erected, moved, altered, replaced, suspended, displayed, or attached to a surface, whether permanent or temporary, appropriate authorization from the Director is required, unless otherwise specified in this Chapter. This Chapter establishes four types of procedures for the review and approval of a new sign:

- 1. Master Sign Program.** A Master Sign Program is a discretionary planning permit that may be issued by the Director, in compliance with this Chapter, or referred to the Commission for action.

A Master Sign Program is required for the installation of signs that do not comply with the standards specified in- 22.28.040 – General Standards for Permanent Signs By Use or 22.28.050 – Standards for Specific Sign Types on any lot with four or more businesses or tenant spaces, unless signs that deviate from the standards are being proposed for only one of the tenant spaces. A Sign Program may be requested by an applicant for a lot with fewer than four businesses or tenant spaces, but it is not required.

The Master Sign Program shall detail the standards for signs to be installed on the property in the future with ministerial Sign Permit approval, rather than detailing the design of particular individual signs.

- 2. Sign Review.** Sign Review is a discretionary planning permit that may be issued by the Director, in compliance with this Chapter, or referred to the Commission for action. Sign Review is required for the following signs:

- a. Signs that do not comply with the standards specified in- 22.28.040 – General Standards for Permanent Signs By Use or 22.28.050 – Standards for Specific Sign Types, and;**
- b. Freestanding signs;**

c. Internally illuminated signs.

3. **Sign Permit.** A ministerial Sign Permit issued in compliance with the requirements of Section 22.60.050 (Sign Permit Procedures) is required for the following signs:

a. All signs as specified in Table 22.28.040.A (General Standards for Permanent Signs by Use) unless specifically exempted in Section 22.60.020.B (Exemptions) or a Sign Review is required as identified in Chapter 22.28 (Signs);

b. All signs authorized in a Sign Program.

4. **Temporary Sign Permit.** A ministerial Temporary Sign Permit issued in compliance with the requirements of Section 22.60.060 (Temporary Sign Permit Procedures) is required for the following temporary signs as identified in Section 22.28.050 (Temporary Sign Standards):

a. A wall banner displayed for more than a maximum of 30 days per year; and

b. Another authorized type of temporary sign displayed for more than 100 days per year.

**B. Exemptions.** The provisions of this Chapter do not apply to the following signs:

1. Any sign, posting, notice or similar signs placed, installed or required by law by the County, or a Federal or State governmental agency in carrying out its responsibility to protect the public health, safety, and welfare, including but not limited to, the following:

a. Emergency and warning signs necessary for public safety or civil defense;

b. Traffic and parking signs erected and maintained by an authorized public agency or approved by an authorized public agency;

c. Signs required to be displayed by law;

d. Numerals and lettering identifying the address from the street to facilitate emergency response and compliant with County requirements;

e. Signs directing the public to points of interest; and

f. Signs showing the location of public facilities.

2. Official flags of national, state, or local governments, and any other flag adopted or sanctioned by an elected legislative body of competent jurisdiction may be displayed as provided in compliance with the law that adopts or regulates its use. No more than three flags must be displayed per property except on federal holidays.

3. Temporary, non-commercial decorations or displays that are incidental to and commonly associated with national, local, or religious celebration, provided that such decorations and displays are only displayed during the appropriate time of year, are maintained in an attractive condition, and do not constitute a fire hazard.

4. Signs or displays that are not visible beyond the boundaries of the lot upon which they are located or from any right-of-way or access easement, and temporary signs located within County Facilities.
5. Business information signs. Non-illuminated signs which provide business information including, but not limiting to credit card acceptance, business hours, open/closed, or menus provided signs do not exceed an aggregate six square feet in sign area and do not violate the provisions of this Chapter.
6. Signs neatly and permanently affixed on a vehicle, provided such vehicles are not used as parked or stationary outdoor display signs, unless displayed in a prohibited location (see Section 22.28.030.A.5). Such signage must not be a banner, board, paper, or any temporary sign and must not substantially project or deviate from the vehicle profile.
7. Signs that constitute an integral part of a vending machine or similar facilities located outside of a business.
8. Historical plaques erected and maintained by nonprofit organizations, memorials, building cornerstones and erection date stones.
9. Business Name and Address on an Entry Door. Name of a business, address information, and/or contact information displayed on an entry door, not exceeding two square feet in area.
10. Nonstructural modifications and maintenance:
  - a. Changes to the face or copy of changeable copy signs;
  - b. Changes to the face or copy of an existing single-tenant or multi-tenant freestanding or building mounted sign from one business to another with no structural or lighting modifications to the sign; and
  - c. The normal repair and maintenance of conforming or legal nonconforming signs, except as identified in Section 22.28.060 (Nonconforming Signs).

x

### **22.60.030 – Master Sign Program Procedures**

- A. Application requirements.** An application for a Master Sign Program must be filed on the form(s) provided by the Agency, together with all required fees and all other information and materials. The Master Sign Program shall detail the standards for signs to be installed on the property in the future with ministerial Sign Permit approval.
- B. Findings and decision.** The Review Authority shall approve, conditionally approve, or deny the Master Sign Program application only after the following findings are made:
  1. If applicable, exceeding the General Standards for Permanent Signs By Use (22.28.040) and/or the Standards for Specific Sign Types (22.28.050) is necessary to overcome a visibility disadvantage caused by an unfavorable orientation of the front wall to the public right-of-way or by an unusually large setback.

2. The signs would be in proper scale with the uses and structures on the property and in the surrounding community.
3. The colors, contrast, typography, and materials used for the signs would be simple and attractive and compliment the architectural design found on the property and in the surrounding community.
4. The location and appearance of the signs would be compatible with other signs in the vicinity and the character of the surrounding community.
5. The Master Sign Program would result in signs that are visually related or complementary to each other, what they identify, and the uses and development on the site and in the surrounding community.

### **22.60.040 – Sign Review Procedures**

- A. Application requirements.** An application for a Sign Review must be filed on the form(s) provided by the Agency, together with all required fees and all other information and materials specified by the application requirements list provided by the Agency.
- B. Findings and decision.** The Review Authority shall approve, conditionally approve, or deny the application only after the following findings are made:
  1. Exceeding the General Standards for Permanent Signs By Use (22.28.040) and/or the Standards for Specific Sign Types (22.28.050) is necessary to overcome a visibility disadvantage caused by an unfavorable orientation of the front wall to the public right-of-way or by an unusually large setback.
  2. The sign would be in proper scale with the uses and structures on the property and in the surrounding community
  3. The colors, contrast, typography, and materials used for the sign would be simple and attractive and compliment the architectural design found on the property and in the surrounding community.
  4. The location and appearance of the sign would be compatible with other signs in the vicinity and the character of the surrounding community.

### **22.60.050 – Sign Permit Procedures**

- A. Application requirements.** An application for a ministerial Sign Permit must be filed on the form(s) provided by the Agency, together with all required fees and all other information and materials specified by the application requirements list provided by the Agency.
- B. Review and Approval.** After a Sign Permit application is deemed complete, the Director shall approve, conditionally approve, or deny the application. The Director may approve a Sign Permit application, with or without conditions, only after finding that the sign complies with the standards of Chapter 22.28 (Signs), any applicable Master Plan, and any applicable Sign Program.

**22.60.060 – Temporary Sign Permit Procedures**

**A. Temporary Sign Permit Requirement.** Temporary wall banner signs displayed for more than 30 days per year and other authorized temporary signs displayed for longer than 100 days per year require Temporary Sign Permit approval.

**B. Duration of Temporary Sign Permit.**

1. A Temporary Sign Permit for a wall banner is valid for an additional 30 consecutive days beginning with the date of issuance.
2. A Temporary Sign Permit for all other authorized temporary signs described in Section 22.28.060 (Temporary Sign Standards) is valid for an additional 100 consecutive days beginning with the date of issuance.

**C. Review and Approval.**

1. **Application requirements.** An application for a Temporary Sign Permit must be filed on the form(s) provided by the Agency, together with all required fees and all other information and materials specified by the application requirements list provided by the Agency.
2. **Findings and decision.** After a Temporary Sign Permit application is deemed complete, the Director shall approve, conditionally approve, or deny the application. The Director may approve a Sign Permit application, with or without conditions, only after finding that the temporary sign complies with the standards of Chapter 22.28 (Signs) and the sign will not impair pedestrian and vehicular safety.

**22.60.070 – Appeal Procedures**

A decision of the Director on a Master Sign Program or Sign Review may be appealed in compliance with Chapter 22.114 (Appeals).

**22.60.080 – Expiration and Extension**

Authorization for all signs for which Master Sign Program, Sign Review, Sign Permit, or Temporary Sign Permit have been issued in compliance with this Chapter are subject to the expiration and extension provisions of Chapter 22.70 (Permit Implementation, Time Limits, Extensions).

## **~~CHAPTER 22.60 — PERMITS FOR DISPLAYS AND SIGNS~~**

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### **Sections:**

- ~~22.60.010 — Purpose of Chapter~~
- ~~22.60.020 — Applicability~~
- ~~22.60.030 — Exempt Displays and Signs~~
- ~~22.60.040 — Signs Requiring a Sign Permit~~
- ~~22.60.050 — Signs Requiring Sign Review~~
- ~~22.60.060 — Sign Permit and Sign Review Procedures~~
- ~~22.60.070 — Sign Permit Decision~~
- ~~22.60.080 — Sign Review Decision and Findings~~

### **~~22.60.010 — Purpose of Chapter~~**

~~This Chapter provides procedures for the review of proposed displays and signs.~~

### **~~22.60.020 — Applicability~~**

~~Signs shall be constructed, installed, or altered, only with the approval of a Sign Permit or Sign Review by the Director, and in compliance with all applicable provisions of this Chapter. Signs that are exempt from the provisions of this Chapter are described in Section 22.60.030 (Exempt Displays and Signs). Prohibited signs and other sign standards are described in Chapter 22.28 (Signs).~~

### **~~22.60.030 — Exempt Displays and Signs~~**

~~The following signs are allowed without Sign Permit or Review, in compliance with the following specific requirements. Signs not conforming to the limits contained in this Section relating to number, size, location, height, copy or time, are subject to Sign Review in compliance with Section 22.60.050 (Signs Requiring Sign Review).~~

#### **~~A. — Governmental signs:~~**

- ~~1. — Emergency and warning signs necessary for public safety or civil defense, by an authorized public agency;~~
- ~~2. — Traffic signs erected and maintained by an authorized public agency; and~~
- ~~3. — Legal notices, licenses, permits and other signs required to be displayed by law.~~

**~~B. — Flags.~~** ~~Flags and emblems of governmental jurisdictions not used for commercial advertising.~~

**~~C. — Holiday displays.~~** ~~Holiday bunting, decoration and displays.~~

#### **~~D. — Miscellaneous signs:~~**

- ~~1. — Address numbers not exceeding 12 inches in height;~~



- ~~2. Sign identifying a neighborhood, district or community;~~
- ~~3. Historical plaques erected and maintained by nonprofit organizations, memorials, building cornerstones and erection date stones;~~
- ~~4. Association membership, credit cards accepted, trading stamps given, patronage games, etc., provided that one sign not exceeding one square foot for each face of the structure is mounted flush with the building;~~
- ~~5. Posted restaurant menu identical to those made available to diners;~~
- ~~6. Poster board or bulletin board;~~
- ~~7. Parking, vehicular and pedestrian directional signs not exceeding four square feet each nor containing any advertising message;~~
- ~~8. Signs located for viewing exclusively from within the premises of the use;~~
- ~~9. Signs containing no product advertising with letters not exceeding six inches in height, for identification of telephones, service entrances, restrooms, litter receptacles and other similar signs allowed by the Director; and~~
- ~~10. Signs indicating the emplacement/location of public utility facilities.~~
- ~~11. One freestanding sign for a nonprofit institution not exceeding 24 square feet and a height of five feet above grade.~~

~~E. **Political signs.** One sign not exceeding 12 square feet located by an individual on their own residence or place of business or on some part of the property; provided the sign is displayed not more than 45 days prior to, or more than 10 days after, the conclusion of the political campaign to which it relates.~~

~~F. **Temporary signs:**~~

- ~~1. **Construction signs.** One sign identifying the proposed use and/or structure and persons or firms involved during the period of construction not exceeding 24 square feet.~~
- ~~2. **Real estate signs.** In compliance with California Civil Code 713, an owner of real property or authorized agent, may display, on the owner's real property, or on real property owned by others with their consent, signs which are determined by the Director to be reasonably located and of reasonable dimensions and design, which do not adversely affect public health and safety and which advertise only the following:
 
  - ~~a. That the property is for sale, lease, or exchange by the owner or agent;~~
  - ~~b. Directions to the property;~~
  - ~~c. The owner's or agent's name;~~
  - ~~d. The owner's or agent's address and telephone number; and~~~~

- e. ~~On-site real estate signs of four square feet, and a height of five feet above grade.~~
3. ~~**Sales signs.** Temporary signs announcing sales or special features attached to or painted on the surfaces of store windows provided they do not exceed 25 percent of the area of the windows and provided they are removed immediately after the termination of the subject event.~~
  4. ~~**Seasonal use signs.** One sign is permitted for a Christmas tree lot, pumpkin sales, etc., not exceeding 50 square feet.~~
  5. ~~**Subdivision Signs.** One subdivision sign on the premises not exceeding 36 square feet for a period not exceeding two years unless renewed; one subdivision sign not exceeding four square feet for a period not exceeding two years, unless renewed, located at the nearest arterial intersection and giving only directions to a subdivision not adjoining an arterial.~~
- G. ~~**Use identification signs:** (Only one sign for each property, which may be freestanding.)~~
1. ~~**Bed and breakfast inns.** One sign not exceeding four square feet.~~
  2. ~~**Cottage industries.** One sign not exceeding two square feet.~~
  3. ~~**Dwellings.** One name plate not exceeding one square foot.~~
  4. ~~**Farm, plant nursery or ranch.** One sign not exceeding 12 square feet.~~
  5. ~~**Home occupations.** One sign not exceeding one square foot.~~
- H. ~~**Other:** Change to the copy of existing signs that were previously authorized by a Sign Permit or Sign Review.~~

**22.60.040—Signs Requiring a Sign Permit**

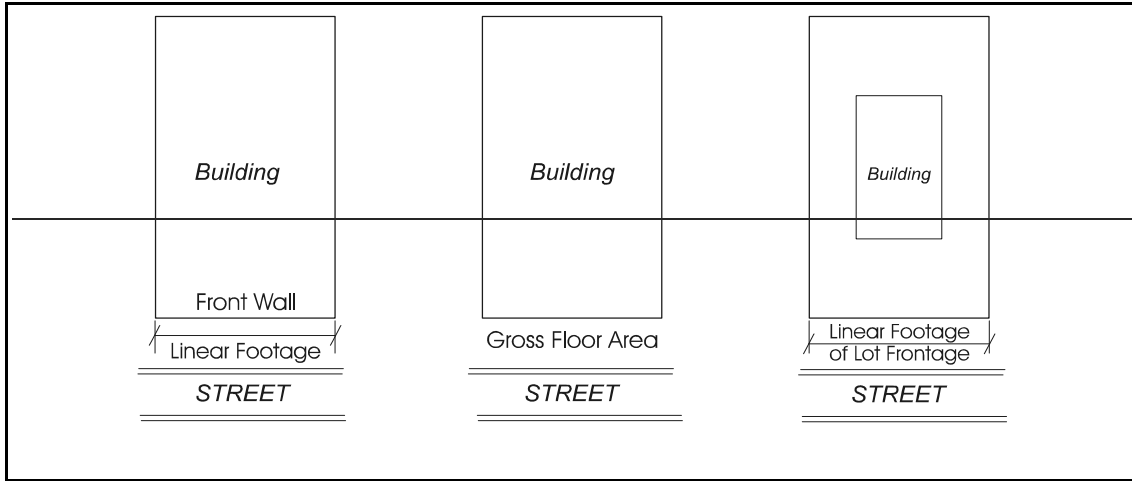
The Director shall approve a Sign Permit in compliance with Section 22.60.060 (Sign Permit Procedures) for the following signs if the Director determines that the proposed sign complies with the provisions of this Section. Signs not conforming to the limits in this Section relating to number, size, location, height, copy or time, or otherwise requiring Sign Review by this Section are subject to the provisions of Section 22.60.050 (Signs Requiring Sign Review).

- A. Number and location.** A maximum of one sign may be installed on the same premises for each primary activity or person identified, except as specifically provided in this Chapter. The sign shall be located on, and parallel to, the front wall of the structure in which the use is conducted, except in the case of a use without a structure.
- B. Sign area.** The size of a sign shall not exceed the areas specified in Subsections E and F below, for each type of sign.
- C. Projection.** A sign mounted parallel to a front wall of a structure shall not project beyond the ends of the wall to which it is attached.
- D. Height.** Signs on structures shall not extend to an elevation higher than the following:
1. The window sills on a floor above the one on which the lowest portion of the sign is affixed;
  2. The top of the wall to which the sign would be attached; and
  3. 20 feet above grade.
- E. Use identification signs:**
1. **Apartment building.** One sign not exceeding six square feet, may be freestanding.
  2. **Institutional uses.** Institutions of an educational, religious, charitable or civic nature; hospital, rest home or sanitarium; cemeteries; and other similar uses: one sign not exceeding 24 square feet, may be freestanding.
  3. **Recreational uses.** Including country club, golf course, riding academy, stable, tennis court, and other similar uses: one sign not exceeding 12 square feet, may be freestanding.
  4. **Businesses and industrial land use activities:**
    - a. **Ground floor use:** a maximum of two signs on the front wall not exceeding in the aggregate one square foot for each linear foot of the wall to a maximum of 50 square feet;

**Through lot exception:** for a use extending from one street through the structure to another street parallel to the first, each of the two walls facing a street may be considered as a separate front wall; and
    - b. **Second floor use different from ground floor use:** one sign on the front wall of the building not exceeding 12 square feet.

**F. Off-site real estate signs:** a maximum of four square feet and five feet high.

**FIGURE 4-1  
DETERMINING ALLOWABLE SIGN AREA**



**22.60.050 – Signs Requiring Sign Review**

The types of signs included in this Section require Sign Review in compliance with Section 22.60.060 (Sign Permit Procedures) and 22.60.080 (Decision and Findings for Sign Reviews). This Section also provides for exceptions to other requirements of this Chapter through the approval of a Sign Review application by the Director, in compliance with the following standards.

In all cases the Sign Review approval shall specify findings consistent with this Chapter upon which the sign exception is approved.

**A. Oversize and over height signs.** The Director may allow additional area or height in excess of that allowed by Sections 22.60.030 (Exempt Displays and Signs) and 22.60.040 (Signs Requiring a Sign Permit) as follows:

- 1. Criteria for additional area.** In determining the total area to be allowed, the Director shall use one of the following as a guide, as maximum sizes:
  - a. One square foot for each linear foot of the front wall;
  - b. One square foot for each 100 square feet of gross floor area;
  - c. One half square foot for each linear foot of the front wall; and
  - d. For a freestanding sign, a maximum of 75 square feet, based on structure and parcel frontage, except for the following freeway oriented uses:
    - (1) A restaurant or lodging establishment located, designed and operated to serve freeway through traffic: 100 square feet;
    - (2) A shopping center having six or more independently operated uses and

~~adjoining a freeway or freeway frontage road: 100 square feet; and~~

~~(3) — Service stations operating to serve freeway through traffic: 100 square feet.~~

~~2. — **Criteria for additional height.** The total height of the sign shall not exceed the following:~~

~~a. — For freeway oriented uses in Subsection A.1.d, above, elevations up to 20 feet above grade; and~~

~~b. — For other uses, elevations up to 15 feet above the surface elevation of the nearest street or public right of way.~~

~~3. — **Findings.** An oversize or over height sign may be authorized only where the Director first finds that the proposed sign is needed to fulfill one of the following objectives:~~

~~a. — To allow a sign to be in proper scale with its structure or use;~~

~~b. — To allow a sign compatible with others in the vicinity;~~

~~c. — To overcome a visibility disadvantage caused by an unfavorable orientation of the front wall to the public right of way or by an unusually large setback; or~~

~~d. — To achieve an effect which is essentially architectural, sculptural or graphic art, through use of expanded area, as with murals or "supergraphics."~~

~~B. — **Alternative locations including freestanding signs.** The allowed sign area may be transferred from the front wall to another wall or a freestanding sign location, where the Director first finds that the alternate location is necessary to overcome a visibility disadvantage caused by an unfavorable orientation of the front wall to the public right of way or by an unusually large setback.~~

~~1. — In these cases the plans shall clearly indicate that the alternate location would be more practical, effective and complementary to the design of the structure.~~

~~2. — Freestanding signs shall be limited to the name of the use or premises, and shall be designed and located to be viewed primarily from the immediately surrounding public streets.~~

~~C. — **Additional number.** Where Sign Review is required to allow a greater number of signs than otherwise allowed in this Chapter, any sign under consideration shall not be approved unless all of the signs can be reasonably compatible in order to prevent a cluttered, chaotic or confusing appearance.~~

~~D. — **Changeable copy.** Signs using changeable copy for an auditorium, commercial multi-use premises, church, meeting hall, theater (live or movie), or other similar use having changing programs or events, including nonflashing electronic readerboard signs, with the following restrictions:~~

1. ~~For a non-commercial use, up to 50 percent but not exceeding 50 square feet of the allowed sign area may be used for changeable copy; and~~
2. ~~For a multi-commercial use, over 50 percent but not exceeding 100 square feet of the allowed sign area may be used for changeable copy.~~

~~E. **Interior lighting.** Signs using interior lighting.~~

~~F. **Organization signs.** Sign identifying service and religious organizations when combined in a single sign at a community entrance.~~

~~G. **Outdoor uses.** One sign not exceeding one half square foot for each front foot of the parcel on which the use is located, to a maximum of 50 square feet.~~

~~H. **Service stations.** Three signs with an aggregate area not exceeding 100 square feet, in addition to those mandated by State law.~~

~~I. **Shopping centers.** A shopping center or other premises having six or more independently operated uses; signs in the aggregate not to exceed one half square foot for each linear front foot of the building or tenant space.~~

~~J. **Directional.** Signs in the form or shape of a directional arrow, or otherwise displaying a directional arrow, except these signs when approved by Sign Review, or as may be required for safety and convenience and for control of pedestrian and vehicular traffic within the premises of the subject use.~~

### ~~22.60.060 – Sign Permit and Sign Review Procedures~~

~~A ministerial Sign Permit or discretionary Sign Review application shall be completed and submitted in compliance with Chapter 22.40 (Application Filing and Processing, Fees).~~

### ~~22.60.070 – Sign Permit Decision~~

~~In considering a Sign Permit application, the Director may only grant approval for a sign that complies with the provisions of Section 22.60.040 (Signs Requiring a Sign Permit).~~

### ~~22.60.080 – Decision and Findings for Sign Reviews~~

~~In considering a Sign Review application, the Director may only grant approval or conditional approval in compliance with the findings listed below.~~

#### ~~A. **Mandatory Findings for Sign Review Approval**~~

1. ~~The proposed sign(s) comply with the purpose of this Chapter, stated in Section 22.60.010 (Purpose), and ensure the following:~~
  - a. ~~Protection of public safety within the County and the visual quality of its communities;~~
  - b. ~~Protection of uses, which are adequately and appropriately identified and advertised, from the installation of too many and too large signs;~~

- ~~e. Protection of commercial districts from visual chaos and economic detriment;~~
- ~~d. Protection of the public's ability to identify uses and premises without confusion;~~
- ~~e. Elimination of unnecessary distractions which may diminish driving safety; and~~
- ~~f. Enhancement and improvement of properties and their neighborhoods by encouraging signs which are compatible with and complementary to related structures and uses and harmonious with their surroundings.~~

- ~~2. The proposed sign(s) comply with the provisions, regulations, standards (e.g., dimensional, locational, etc.) and criteria contained in this Chapter, and Chapter 22.42 (Design Review), to the extent they are applicable to the proposed sign(s).~~

**~~B. Conditions and guarantees:~~**

- ~~1. An application for Sign Review may be approved with or without modifications, conditionally approved or denied.~~
- ~~2. Guarantees, sureties or other evidence of compliance may be required in connection with, or as a condition of, a Sign Review.~~

**~~C. Expiration and extension.~~** ~~Sign Permit and Sign Review approvals are subject to the expiration and extension provisions of Chapter 22.70 (Permit Implementation, Time Limits, Extensions).~~





## **CHAPTER 22.62 – TREE REMOVAL PERMITS**

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### **Sections:**

- 22.62.010 – Purpose of Chapter
- 22.62.020 – Applicability
- 22.62.030 – Application, Filing, Processing, and Noticing
- 22.62.040 – Exemptions
- 22.62.050 – Decision and Findings for a Tree Removal Permit

### **22.62.010 – Purpose of Chapter**

The purpose of this chapter is to establish regulations for the preservation and protection of native trees in the unincorporated areas of Marin County by limiting tree removal in a manner which allows for reasonable use and enjoyment of such property and to establish a procedure for processing Tree Removal Permits.

### **22.62.020 – Applicability**

This Chapter applies only to “protected and heritage trees” as defined in Article VIII (Definitions) on improved and unimproved lots as defined in Article VIII in the non-agricultural unincorporated areas of Marin County. Protected and heritage trees may be removed in specific circumstances as stated in Section 22.62.050 (Exemptions) without triggering a requirement for a permit. Woodlands shall be managed and trees shall be preserved or replaced in compliance with Chapter 22.27 (Native Tree Protection and Preservation).

### **22.62.030 – Application, Filing, Processing, and Noticing**

- A. Purpose.** This Section provides procedures for filing, processing, and noticing of Tree Removal Permit applications.
- B. Filing and processing.** All Tree Removal Permit applications shall be completed, submitted, and processed in compliance with Chapter 22.40 (Application Filing and Processing, Fees) and Section 22.40.050 (Initial Application Review for Discretionary Permits).

Tree Removal Permit applications are available online and at the Agency's public service counter.

- C. Notice of action.** Administrative decisions on a proposed Tree Removal Permit application shall be noticed in compliance with Chapter 22.118 (Notices, Public Hearings, and Administrative Actions).

**22.62.040 – Exemptions**

The removal of any protected or heritage tree on a lot is exempt from the requirements of this Chapter if it meets at least one of the following criteria for removal:

- A. The general health of the tree is so poor due to disease, damage, or age that efforts to ensure its long-term health and survival are unlikely to be successful;
- B. The tree is infected by a pathogen or attacked by insects that threaten surrounding trees as determined by an arborist report or other qualified professional;
- C. The tree is a potential public health and safety hazard due to the risk of its falling and its structural instability cannot be remedied;
- D. The tree is a public nuisance by causing damage to improvements, such as building foundations, retaining walls, roadways/driveways, patios, sidewalks and decks, or interfering with the operation, repair, or maintenance of public utilities;
- E. The tree has been identified by a Fire Inspector as a fire hazard;
- F. The tree was planted for a commercial tree enterprise, such as Christmas tree farms or orchards;
- G. Prohibiting the removal of the tree will conflict with CC&R's which existed at the time this Chapter was adopted;
- H. The tree is located on land which is zoned for agriculture (A, ARP, APZ, C-ARP or C-APZ) and that is being used for commercial agricultural purposes. (This criterion is provided to recognize the agricultural property owner's need to manage these large properties and continue their efforts to be good stewards of the land.);
- I. The tree removal is by a public agency to provide for the routine management and maintenance of public land or to construct a fuel break;
- J. The tree removal is on a developed lot and: 1) does not exceed two protected trees within a one-year timeframe; 2) does not entail the removal of any heritage trees; and 3) does not entail the removal of any protected or heritage trees within a Stream Conservation Area or a Wetland Conservation Area.

It is recommended that a property owner obtain a report from a licensed arborist or verify the status of the tree with photographs to document the applicability of the criteria listed above to a tree which is considered for removal in compliance with this section.

**22.62.050 – Decision and Findings for a Tree Removal Permit**

In considering a Tree Removal Permit application, the Director may only grant approval or conditional approval based on a finding that removal of the tree(s) is necessary for the reasonable use and enjoyment of land under current zoning regulations and Countywide Plan and Community Plan (if applicable) policies and programs, taking into consideration the following criteria:

- A. Whether the preservation of the tree would unreasonably interfere with the development of land;

- B.** The number, species, size and location of trees remaining in the immediate area of the subject property;
- C.** The number of healthy trees that the subject property can support;
- D.** The topography of the surrounding land and the effects of tree removal on soil stability, erosion, and increased runoff;
- E.** The value of the tree to the surrounding area with respect to visual resources, maintenance of privacy between adjoining properties, and wind screening;
- F.** The potential for removal of a protected or heritage tree to cause a significant adverse effect on wildlife species listed as threatened or endangered by State or Federal resource agencies in compliance with the California Environmental Quality Act (CEQA);
- G.** Whether there are alternatives that would allow for the preservation of the tree(s), such as relocating proposed improvements, use of retaining walls, use of pier and grade beam foundations, paving with a permeable substance, the use of tree care practices, etc.



## CHAPTER 22.70 – PERMIT IMPLEMENTATION, TIME LIMITS, EXTENSIONS

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### Sections:

- 22.70.010 – Purpose of Chapter
- 22.70.020 – Effective Date of Permits
- 22.70.030 – Deadline for Action
- 22.70.040 – Performance Guarantees
- 22.70.050 – Time Limits and Extensions
- 22.70.060 – Changes to an Approved Project

### 22.70.010 – Purpose of Chapter

This Chapter provides procedures for the implementation or vesting of the permits and entitlements required by this Development Code, including time limits and procedures for extensions of time. Time limits and extension criteria for Tentative Maps are found in Article VI (Subdivisions), beginning with Section 22.84.120 (Tentative Map Time Limits).

### 22.70.020 – Effective Date of Permits

- A. Final determinations adopted by resolution by the Director, Zoning Administrator, or Commission (e.g., Design Reviews, Floating Home Adjustments, ~~Permits, Use Permits, Tidelands Permits, Variances, and Precise Development Plans~~), shall become effective on the 21<sup>st</sup> business day following the date of application approval by the appropriate Review Authority, provided that no appeal of the Review Authority's action has been submitted, in compliance with Chapter 22.114 (Appeals).
- B. Final determinations adopted by resolution by the Board shall become effective immediately.
- C. Final determinations adopted by ordinance by the Board (e.g., Master Plans, Development Code, Zoning Map and Countywide Plan amendments), shall become effective on the 31st day following the date of approval by the Board.

### 22.70.030 – Deadline for Action

The Director, Zoning Administrator or Commission shall make an initial decision on a quasi-judicial discretionary permit within 60 days after the application is determined to be complete, or the appropriate time period in compliance with the CEQA time limit requirements, or the appropriate time limit otherwise established by any State or Federal Law, and any applicable time limits that are established in State law (or the application shall be deemed approved, subject to the noticing requirements of Government Code Section 65956). A one-time extension for a period not to exceed an additional 90 days may be provided upon mutual agreement by the Director and the applicant (Government Code 65957).

Any permit application deemed approved in compliance with State law (Government Code 65956) shall be subject to all applicable provisions of this Development Code, which shall be satisfied by the applicant prior to the issuance of any construction permit or the establishment of a land use not requiring a construction permit.

### **22.70.040 – Performance Guarantees**

A permit applicant may be required by conditions of approval, or by action of the review authority, to provide adequate security, in a form acceptable to the Director, to guarantee and/or monitor the faithful performance of and compliance with any/all conditions of approval imposed by the review authority on the permit.

### **22.70.050 – Time Limits and Extensions**

- A. Time limits, vesting.** Unless conditions of approval establish a different time limit, any permit or entitlement not vested within three years of the date of approval shall expire and become void. The permit shall not be deemed vested until the permit holder has actually obtained a Building Permit or other construction permit and has substantially completed improvements in accordance with the approved permits, or has actually commenced the allowed use on the subject property, in compliance with the conditions of approval, or has recorded a Parcel or Final Map.
- B. Extensions of time.** Upon request by the applicant, the Director may extend the time for an approved permit to be vested.
- 1. Filing.** The applicant shall file a written request for an extension of time with the Agency, at least 10 days prior to the expiration of the permit, together with the filing fee required by the County Fee Ordinance.
  - 2. Review of extension request.** The Director shall determine whether the permit holder has attempted to comply with the conditions of the permit. The burden of proof is on the permittee to establish, with substantial evidence, that the permit should not expire. The Director may instead refer the extension request to the Commission for review.
  - 3. Action on extension.** If the Director determines that the permittee has proceeded in good faith and has exercised due diligence in complying with the conditions in a timely manner, the Director may extend the permit for a maximum period of three years following the original expiration date. If the approval was granted concurrently with a Tentative Map, the maximum amount of time extensions would be determined by Section 22.84.140 (Extensions of Time for Tentative Maps).

When granting an extension, the Director may make minor modifications to the approved project if it is found that there has been a change in the factual circumstances surrounding the original approval.

- 4. Hearing on extension.** If the Director finds that significant policy questions are at issue, the Director may refer the application to the Commission for a public hearing in compliance with Chapter 22.118 (Notices, Public Hearings, and Administrative Actions).
- 5. Coordination of expiration date among multiple permits.** If a Building Permit, or other permit, is issued during the effective life of the entitlement or development application

approval, the expiration date of the entitlement or development application approval shall be automatically extended to coincide with the expiration date of the Building Permit or permit.

### **22.70.060 – Changes to an Approved Project**

Development or a new land use authorized in compliance with this Development Code shall be established only as approved by the review authority and subject to any conditions of approval, except where changes to the project are approved in compliance with this Section.

An applicant shall propose changes in writing, and shall also furnish appropriate supporting materials and an explanation of the reasons for the request. Changes may be requested either prior to or after construction or establishment and operation of the approved use.

- A.** The Director may authorize changes to an approved site plan, architecture, or the nature of the approved use if the changes:
  - 1. Are consistent with all applicable provisions of this Development Code;
  - 2. Do not involve a feature of the project that was specifically addressed or was a basis for findings in a negative declaration or environmental impact report for the project;
  - 3. Do not involve a feature of the project that was specifically addressed or was a basis for conditions of approval for the project or that was a specific consideration by the Review Authority in the approval of the permit; and
  - 4. Do not result in a significant expansion of the use.
  
- B.** Changes to the project involving features described in Section 22.70.060.A.2 and A.3 (Changes to an Approved Project), above, shall only be approved by the review authority through a new permit application processed in compliance with this Development Code.