

TITLE 10  
CHAPTER 1

**ZONING ADMINISTRATION**

**SECTION:**

- 10-1-1: Administrative Regulations
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  - 10-1-2-3: Zoning of Annexed Areas
- 10-1-3: Amendments and Changes

[...]

**10-1-1-4: APPLICATION:**

[...]

**E. Traffic Impact Studies:**

[...]

2. Criteria for Warranting a Traffic Impact Study: All traffic impact studies shall be prepared by a professional engineer in accordance with the requirements of the road authority. The City shall require a Traffic Impact Study (TIS) as part of an application for development; a proposed amendment to the Comprehensive Plan, zoning map, or zoning regulations; a change in use, or a change in access, if any of the following conditions are met:

[...]

- c. The addition of twenty-five (25) or more single family-unit dwellings, or an intensification or change in land use that is estimated to increase traffic volume by 250 Average Daily Trips (ADT) or more, per the ITE Trip Generation Manual.

[...]

**10-1-1-6: TYPES OF REVIEW PROCEDURES:**

**10-1-1-6-1 TYPE I REVIEWS - MINISTERIAL/STAFF REVIEW AND ZONING CHECKLIST:**

- A. Type I (Ministerial/Staff Review): The City Planning Director or designee, without public notice and without a public hearing, makes Type I decisions through the staff review (over-the-counter)

procedure. Type I decisions are those where City standards and criteria do not require the exercise of discretion (i.e., clear and objective standards). Decisions which require the exercise of discretion must be reviewed as part of procedure which includes public notice. Type I decisions include:

1. Access to a Street
2. Parking Lot Improvements, such as initial surfacing, striping, or changes to accesses or stormwater facilities, but not including parking lot resurfacing or restriping which meets current code requirements.
3. Building fascia changes to include but not limited to additions, substitutions, changes of windows, doors, fascia material, building, roof, and trim colors, awnings,
4. Property Line Adjustments, including lot consolidations
5. Final Plat (Partition or Subdivision)
6. Modification to an Approval or Condition of Approval [of a Type 1 or Type 2 application](#)
7. Legal Lot Determination
8. Home Occupations
9. Hazard Tree Removal
10. A change in the type and/or location of access-ways, drives or parking areas not affecting off-site traffic.
11. Landscape Plan Modifications that exclusively include one or more of the following:
  - a. Plant or tree substitutions (e.g. shrub for shrub, tree for tree),
  - b. Ground cover substitutions,
  - c. Trading plant locations if planting beds remain the same, or
  - d. Change in the location of planting beds (site plan) up to a maximum of 10% of the landscaping area. (Amended Ord. No. 9, Series 2009)
12. Change of use from a less intensive use to a greater intensive use, which does not increase the building's square footage and does not require more than five additional parking spaces.
13. Modification to an approved Design Review of a conforming use or structure up to and including 1,500 square feet or up to and including 25% of the building square footage, whichever is less.
14. Within the Limited Industrial District and Pacific View Business Park District: A change in setbacks or lot coverage by less than 10 percent provided the resulting setback or lot coverage does not exceed that allowed by the land use district.
- ~~15. A change in the type and/or location of access-ways, drives or parking areas not affecting off-site traffic.~~
- ~~16.~~ 15. Changes to or the addition of on-site stormwater facilities not reviewed as part of another process.
- ~~17.~~ 16. Cluster Housing in the High Density Residential District.

~~18-17.~~ Other proposals that do not require the exercise of discretion.

[...]

**10-1-1-6-2: TYPE II REVIEWS – ADMINISTRATIVE REVIEWS:**

- A. The Planning Director, or designated planning staff may make administrative decisions (limited land use). The Type II procedure is used when there are clear and objective approval criteria and applying City standards requires limited use of discretion.
- B. Type II (Administrative) Decisions are based upon clear compliance with specific standards. Such decisions include, but are not limited to the following:
  - 1. Vegetation clearing permits.
  - 2. Change of use from a less intensive use to a greater intensive use, which does not increase the building's square footage and ~~does not require~~ more than five additional parking spaces.

[...]

- 10. Design Review for the following residential development types:
  - a. Single-family unit attached dwellings in Medium Density Residential and Manufactured Home Park Districts.
  - b. Multi-family unit residential development in the High Density Residential District.

[...]

**10-1-1-6-3: TYPE III REVIEWS – QUASI-JUDICIAL LAND USE HEARINGS:**

- A. Hearings are required for Type III (quasi-judicial) land use matters requiring Planning Commission review. Type III applications include, but are not limited to:
  - 1. Limited land use decisions for non-residential uses made by staff, for which a request for referral to Planning Commission by the Planning Commission Chairperson or Planning Director has been made.
  - ~~2. Change of use from a less intensive use to a greater intensive use, which does not increase the building's square footage, but requires more than five additional parking spaces.~~
  - 23. Modification of greater than 1,500 square feet or greater than 25% of the building square footage, whichever is less.
  - 34. An increase in residential density by more than 10 percent, or where the resulting density exceeds that allowed by the land use district.
  - 45. New construction requiring Design Review by the Planning Commission.
  - 56. Planned Unit Developments, preliminary and final plans.
  - 67. Conditional Use Permits.
  - 78. Variances.
  - 89. Quasi-Judicial Zone Changes.
  - 940. Other applications similar to those above which require notice to surrounding property owners and a public hearing.

[...]

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Amended by Ord. No. 15, Series 1988  
Amended by Ord. No. 18, Series 1990  
Amended by Ord. No. 30, Series 1990  
Amended by Ord. No. 7, Series 1994  
Amended by Ord. No. 13, Series 2002  
Amended by Ord. No. 15, Series 2002  
Amended by Ord. No. 26, Series 2008 – See Exhibit B  
Amended by Ord. No. 10, Series 2009 – See Exhibit C  
Amended by Ord. No. 9, Series 2009 – See Exhibit G  
Amended by Ord. No. 4, Series 2010 – See Exhibit C (effective 4-5-10)  
Amended by Ord. No. 2, Series 2011 (effective 3-11-11)  
Sections 10-1-1-4, 10-1-1-5, and 10-1-4 Amended by Ord. No. 4, Series 2011 – See Exhibit 4E (effective 4-22-11)  
Section 10-1-4 “Dwelling” & “Recreational Vehicle” Amended by Ord. No. 21, Series 2011 – See Exhibit C (effective 1-5-12)  
Section 10-1-1-4-D, 10-1-1-5-B-1-a and 10-1-1-6-D-1-a Amended by Ord. No. 5, Series 2012 – See Exhibit C (effective 1-16-13)  
Section 10-1-1-6, 10-1-1-7, and 10-1-5 Amended by Ord. No. 3, Series 2013 – See Exhibit B (effective 7-31-13)  
Section 10-1-4 “Lighting” added by Ord. No. 12, Series 2014  
Section 10-1-4 amended by Ord. No. 1, Series 2015 (effective 3-17-15)  
Sections 10-1-1-3, -1-1-4, -1-1-5, -1-1-6, and 10-1-3 amended, and Sections 10-1-4 and 10-1-5 deleted by Ord. 11, Series 2016 (effective 11-16-16)  
Section 10-1-1-5 amended by Ord. No. 4, Series 2018 (effective 6-21-18)  
Table 10-1-1 and Sections 10-1-1-6-1, 10-1-1-6-2-B, 10-1-1-6-3-A and 10-1-1-4-B amended by Ord. No. 7, series 2019 (effective 12-18-19)  
[Sections 10-1-1-4-E-2-c, 10-1-1-6-A & 10-1-1-6-2-B, & 10-1-1-6-3-A amended by Ord. No. 6, Series 2023 \(effective 8-17-23\)](#)