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**17.D.02.010 Plot Plans**

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- A. **Purpose.** The purpose of a Plot Plan is to provide a process for the review and approval or denial of applications for physical improvements to a site based on their scale, proximity to environmentally sensitive resource areas, or unique design features. The Plot Plan process is intended to encourage site and structural improvements which:
1. Promote excellence in site planning and design;
  2. Respect the physical and environmental characteristics of the site; and
  3. Ensure projects support the goals and objectives of the General Plan and other adopted City plans.
- B. **Applicability.**
1. **Major Plot Plan.** A Major Plot Plan is required for the following projects:
    - a. Any new nonresidential development with over 10,000 square feet of new gross floor area except as follows:
      - (i) Over 25,000 square feet of new or expanded gross floor area in commercial or mixed use zones not adjoining any residential zone; and
      - (ii) Over 50,000 square feet of new or expanded gross floor area in industrial zones not adjoining any residential zones.
    - b. Any new multi-family residential projects or project (including attached townhomes) with 10 or more units, or new subdivisions with 10 or more single-family dwellings project.
    - c. Where required in applicable Specific Plans.
  2. **Minor Plot Plan.** A Minor Plot Plan is required for the following projects:
    - a. Any new nonresidential development with up to 10,000 square feet of new gross floor area, except as follows:
      - (i) Up to 25,000 square feet of new floor area in commercial or mixed use zones not adjoining any residential zone;
      - (ii) Up to 50,000 square feet of new floor area in industrial zones not adjoining any residential zones.
    - b. Any new multi-family residential development (including attached townhomes) or new single-family subdivision with two to 10 units, consistent with this Title.
    - c. Any additions or expansions to existing multi-family residential, commercial, industrial, or mixed-use buildings unless exempted in accordance with Subsection 17.D.04.020.B.3 (Exemptions from Plot Plans).
    - d. Minor changes to the exterior of existing nonresidential buildings that require a Building Permit. This includes, but is not limited to, facade changes, changes in materials, relocation of storefront doors, and relocation and infill of windows or other openings.

- e. The construction of a new accessory structure or building consistent with this Title, unless exempt consistent with Subsection 17.D.04.020.B.3 (Exemptions from Plot Plans).
  - f. Accessory dwelling units consistent with Subsection 17.C.10.030.D.1 (Minor Plot Plan Required).
  - g. The construction of a new commercial, industrial, mixed-use, or multi-family parking lot.
  - h. Where required in applicable Specific Plans.
  - i. Any other project that is not subject to a Major Plot Plan and is not exempt by Subsection 17.D.04.020.B.3 (Exemptions from Plot Plans).
3. **Exemptions from Plot Plans.** The following projects are exempt from the requirements for a Plot Plan and are only reviewed with an application for a Building Permit, if required:
- a. Single-family and multi-family projects that comply with the City’s residential objective design standards at Sections 17.C.10.210 (Single-Family Dwellings) and 17.C.10.180 (Multi-Family Dwellings) and are eligible for ministerial review consistent with state law.
  - b. Additions and alterations to existing buildings and structures that will not increase the gross floor area of the building by more than 10 percent or 5,000 square feet, whichever is less; will not involve any alterations along any street-facing façade; and will match the existing or historic design of the building.
  - c. Construction, reconstruction, alterations, improvements, and landscaping for a project developed in compliance with a previously issued Plot Plan or landscape plan.
  - d. Any form of repair or maintenance work where the work solely involves the replacement of materials in like kind and form (e.g., re-roof, window replacement, etc.), or to any repair or maintenance work in areas not visible to the public from the public right-of-way or areas accessible to the public.
  - e. Changes to exterior building colors; addition, modification, or removal of minor architectural elements.
  - f. Installation of landscaping no more than 2,500 square feet in an area where no other construction activity is planned.
  - g. Construction of fences and walls that are consistent with Section 17.C.02.030 (Fences and Walls) and this Title.
  - h. Alterations and improvements required in whole or part to meet federal or state requirements to accommodate persons with disabilities.
  - i. New accessory structures that are exempt from obtaining a Building Permit.
- C. **Application Requirements.** A Plot Plan application shall be prepared, filed, and processed in compliance with Chapter 17.D.02 (Procedures) and this Section.

- D. **Authority.** The Review Authorities for Major Plot Plans and Minor Plot Plans are identified in Table 17.D.02.030-A (Review Authorities) and Subsection 17.D.04.020.B (Applicability), subject to Subsection 17.D.02.040.B.3 (Multiple Applications) and Subsection 17.D.02.040.O (Appeals).
- E. **Approval Procedures.**
1. **Director Evaluation.** After a proposed Plot Plan application has been deemed complete, the Director shall review the Plot Plan application to determine whether it conforms with the provisions of this Title in accordance with Chapter 17.D.02 (Procedures).
  2. **Major Plot Plan Hearing.** The Review Authority shall conduct a public hearing on a Major Plot Plan consistent with Subsection 17.D.02.040.G (Public Hearings).
  3. **Minor Plot Plan Review.** The Director shall approve or deny a Minor Plot Plan in compliance with the findings provided in Subsection 17.D.04.020.F (Findings).
- F. **Findings.** The Review Authority may approve a Plot Plan, with or without conditions of approval, only after making the following findings as applicable:
1. **Findings for All Plot Plans:**
    - a. The proposed project is consistent with this Title;
    - b. The proposed use and project are consistent with the goals and policies of the General Plan;
    - c. The project will not be detrimental to public health, safety, and general welfare; and
    - d. The proposed project is in compliance with the provisions of California Environmental Quality Act.
  2. **Findings for Specific Projects:**
    - a. The proposed use and project are consistent with the goals and policies of any Specific Plan, if applicable.
    - b. The proposed siting, form, architectural style, materials, and other elements of single-family residential and multi-family residential developments are consistent with Section 17.C.10.210 (Single-Family Dwellings) and Section 17.C.10.180 (Multi-Family Dwellings).
    - c. The proposed siting, form, and architectural style of single-family residential, commercial, and industrial developments are appropriate for the project site and surroundings and create a visually cohesive design, and are consistent with all applicable design standards in this Title.

G. **Decision; Appeals; Expiration, Extensions, and Revisions.**

1. **Decision.** The Review Authority's decision shall be in compliance with Subsection 17.D.02.040.H (Findings and Decision).
2. **Appeals.** The Review Authority's decision may be appealed as provided in Subsection 17.D.02.040.O (Appeals).
3. **Expiration, Extensions, and Revisions.** Plot Plans are subject to expiration as provided in Subsection 17.D.02.040.K (Expiration of Permits) and may only be extended or revised as provided in Subsection 17.D.02.040.L (Extension of Time) and Subsection 17.D.02.040.M (Revisions to an Approved Project).