

## RESOLUTION NO. 3763

### A RESOLUTION OF THE CITY OF MONTE SERENO DECLARING ITS INTEREST IN CONSIDERING MUNICIPAL CODE UPDATES TO PROMOTE GOOD NEIGHBOR SITE AND ARCHITECTURE DEVELOPMENT TRANSPARENCY

WHEREAS, Title 10 – Planning and Zoning and Title 13 – Subdivisions of the Monte Sereno Municipal Code define existing development requirements for the City of Monte Sereno, and

WHEREAS, pursuant to Resolution No. 3748, passed on August 20, 2019, the City Council declared its interest in considering the expansion of the duties of the Site and Architectural Commission,

WHEREAS, for the purposes of this resolution, a “Development Application” shall be considered to be any development applications submitted to the City and subject to review by either the Site and Architectural Commission or the City Council, including applications for Site Development Permits, Zoning Amendments, Subdivisions, Planned Development Permits, and Variances, and a “Project” shall be any project for which a development application is filed.

NOW, THEREFORE, BE IT RESOLVED, that the City Council directs staff to prepare a recommendations and the associated ordinances or resolutions to implement the following **Good Neighbor Site and Architecture Development Transparency** policies:

1. The City shall aggressively defend and enforce provisions in the government code, general plan, design guidelines, and municipal code to uphold the preservation and enhancement of the unique residential character of Monte Sereno including, but not exclusively, the following. The SB2 Grant ad-hoc committee will work with the City Manager to strengthen objective standards and develop target areas of enforcement.
  - a. Whether the proposed improvement and/or use is compatible with the character of the surrounding neighborhood in which it would be located.
  - b. Whether the orientation and location of the buildings take into consideration the visual impact which could result from the proposed improvement and/or use.
  - c. Whether the proposed improvements, including architecture, are consistent with the City's design guidelines.
  - d. Whether the proposed improvement and/or use will provide for minimum grading and retention of the natural contours of the land then existing in order to protect the natural slope of the lot.
  - e. Whether the proposed improvement and/or use provides for the retention of significant trees and preservation of solar access.



- f. Whether the landscaping for the proposed improvement and/or use emphasizes the use of native materials in the area.
    - g. Applicants that fail to timely submit or resubmit materials required for consideration of a Development Application within 90 days shall have their Development Application deemed abandoned and closed and be subject to supplemental fees to reactivate.
2. The City shall create and maintain a resident oriented document describing the site and architecture development process, including: a process flow chart, key milestones, expected timelines, where to find detailed information about a Project, how and when a resident can provide input to or object to a Project, reference to the general plan, design guidelines, and necessary municipal findings that guide Site and Architectural Committee and City Council decisions, and guidelines for requesting the deferral of a public hearing to accommodate conflicting schedules or to coordinate neighborhood feedback.
3. All residents within 1,000 feet of a proposed Project must be notified of the filing of a Development Application within 10 days of filing.
4. The City shall post to a publicly accessible website, within 10 days of receipt, all Development Applications, including: design documents, review and study documents, and written feedback from the planner to the applicant. A history of document revisions is to be maintained by using the document date or the revision number in the document title. The City shall post weekly project status to a publicly assessable website related to the state of an application (i.e. open, pending City review, pending applicant input, pending S&A review, pending Council review, complete, closed) and notify the applicant weekly of missing application items.
5. The City shall revise existing requirements regarding story poles for Development Applications, including: story poles are required for any addition exceeding 100 square feet, any second story addition, any structures exceeding 500 square feet, including any concurrent structures that may be exempt from explicit review by either the Site and Architectural Commission or the City Council, and any planned development proposed structures or subdivision limits on each lot within structures may be erected, including height, expanse, and adaptation to the terrain. Story poles must be certified to accurately reflect the completed Development Application by a registered land surveyor or civil engineer and approved by the City Engineer 30 days prior to public noticing for a public hearing. Story poles shall be kept in place until the Project has been acted upon and the appeal period has ended. If the Project is appealed, the height poles and netting shall remain until final action is taken. If final consideration of the Project is substantially delayed or the Project is modified, staff may direct removal or modification of the story



poles. If the story poles are damaged, staff may direct repairs. Story poles must be removed within 30 days of the final action.

6. Job descriptions for City employees shall include customer service accountability. The City shall solicit feedback from the applicant and all residents within 1,000 feet of a Project within 10 days after the Project has been acted upon and the appeal period has ended and within 10 days after Project completion certification. The Customer Orientation and Operational Excellence ad-hoc committee will work with the City Manager to develop feedback templates and standards.
7. Site and Architectural Commission, represented by a Commissioner agreed by a majority of the Commission, shall update the City Council from time to time regarding site and architecture development processes and way of working and provide recommendations for policy improvements. The City shall create an annual Site and Architectural Commission report to the City Council including statistics on new homes, additions, and tree removals; Site and Architectural Commission critical inputs on Projects and possible ways to improve; and updates to Commission objectives and guidelines to ensure alignment with the City Council and Staff.

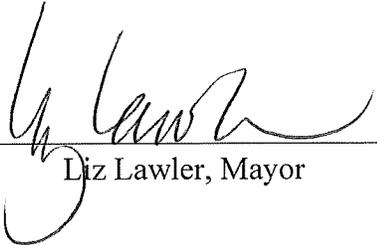
The above and foregoing resolution was passed and adopted at the regular meeting of the Monte Sereno City Council held on the 4<sup>th</sup> day of February, 2020, by the following vote:

AYES: Council Members Ellahie, LaBouve, Turner, Mayor Pro Tempore Leuthold and Mayor Lawler

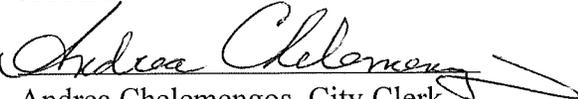
NOES: None

ABSENT: None

ABSTAIN: None

  
Liz Lawler, Mayor

ATTEST:

  
Andrea Chelemengos, City Clerk