



Site/Building Review Criteria
(attachment to Site/Building Review Process Flowchart)

List A: Criteria for Review by the Planning Commission

1. Site development or the building changes from vacant to active status.
2. Change of use from non-conforming use to conforming use or re-use that is an intensification of use.
3. Building/site alteration that increases the area (square feet) of the building by more than 5% or at least 2500 square feet or increases height of building/number of stories.
4. Any change of use or building/site change that requires more parking or impacts movement of vehicles across site.

List B: Criteria for Review by PC Chair, City Manager, and City Planner

NOTE: All three participants must agree that the proposal qualifies for this Minor Administrative Review. If there is not agreement, the review must be conducted by the Planning Commission.

1. Building addition/exterior alteration that increases the size of the building by 5% or less, or less than 2500 square feet (whichever is smaller), as long as the alteration does not:
 - a. Increase the height of the building or add stories, or
 - b. Increase parking requirements, or
 - c. Impact movement of vehicles across the site.
2. Structural changes to meet barrier-free requirements.
3. Accessory buildings/structures (other than single or two-family residential).
4. Site improvements (other than to parking or underground structures) that meet ordinance requirements.
5. Other, similar building/site modifications that are deemed a minor intensification of use and/or will have only minor anticipated impacts to adjacent land uses.

List C-1: Criteria for Exceptions to Review

NOTE: HDC approval must be obtained if the property is in the Historic District and building permits still must be obtained from the Building Official.

1. One-family and two-family detached dwellings and accessory structures.
2. Any change from conforming use to conforming use that does not require more parking or has no impact on movement of vehicles across the site.
3. Any building addition/exterior alteration which does not require PC or Administrative Review.

List C-2: Criteria for Building Official Review of Deviations from Approved Final Site Plan

1. Residential structures: reduce size, provided that overall density does not increase.
2. Non-residential structures: reduce size.
3. Change in building height by up to 5% only if it does not exceed height limits in the zoning district.
4. Movement of building by no more than 5 feet, provided required setbacks are met.
5. Increase in "designated areas not to be disturbed."
6. Plantings may be replaced by similar types and sizes, which provides similar screening effect.
7. Improvements to site access or circulation, such as deceleration lanes, boulevards, curbing, pedestrian/bicycle paths, etc.
8. Changes in floor plans that don't change character of use.
9. Slight modification to sign placement, or reduction in size.
10. Relocation of sidewalks and/or refuse storage stations.
11. Internal re-arrangement of parking lot, which does not reduce number of spaces and still meets requirements.
12. Changes requested by City Police or Fire Department for safety which do not affect site layout.