



# EXTERIOR REMODEL POLICY

Exterior changes can significantly alter the design of a structure resulting in incompatibility with the surrounding neighborhood or affect privacy in the case where new windows are proposed. This guide summarizes the types of exterior remodel projects that can be reviewed through a streamlined Design Review process as adopted by the City Council on March 10, 2016.

## Administrative Design Review is Required for the Following Projects with NO Prior Design Review Approval:

- **Exterior Material that Results in a Style Change.**  
Removal or change of 50% or more within any three-year period that cause a style change to each individual street facing façade(s) of a building. This would include a change from stucco to siding, siding to stucco, adding stone or brick veneer, etc.

*Exempt from Design Review:* Change in type of material, such as wood siding to composite siding, or stucco sand finish to smooth plaster finish, etc. This also does not include repainting of a structure.

- **Roof Material that Results in a Roof Style Change.**  
This would include a change of asphalt or terra cotta tile to metal roofing. Please note that white and light-colored roofs are considered on a case-by-case basis to prevent glare for properties at higher elevations.
- **New or Relocated Windows.** New windows, relocation of existing windows, or expanding a window by more than one foot if the adjacent property owner does not provide consent. Expanding a window or new windows may require floor plans and structural calculations during the Building Plan Check review process, after Design Review approval.

*Exempt from Design Review:* Replacement of existing windows within their same opening or replacement of a door with a window and new or expanded windows with adjacent neighbor(s) consent.

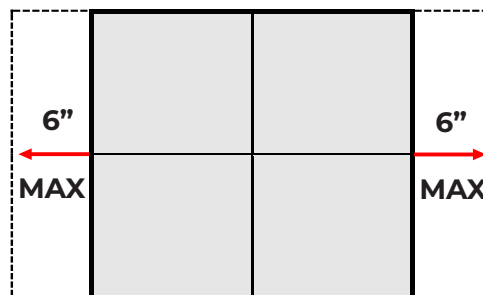
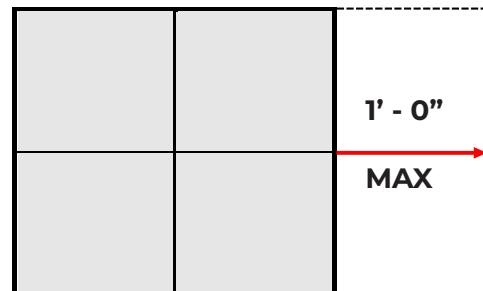
## Projects with Prior Design Review Approval

If a project obtained prior Design Review Board (DRB) approval but was never built, withdrawn or was denied by the DRB, staff will evaluate past minutes or correspondence to determine if the project may result in similar impacts that were previously analyzed to determine if Administrative Design Review is warranted.

## Administrative Design Review Process

In cases where there are known neighborhood concerns, applicants have the option to request by-passing the Administrative Design Review and schedule a public hearing with the Design Review Board.

## Examples of Window Expansion (in either direction)



# EXTERIOR REMODEL - DESIGN REVIEW SUBMITTAL REQUIREMENTS

This policy outlines the submittal requirements for the Design Review process (both Administrative and Design Review Board).

## Submittal Requirements:

- [Development Review Application](#)
- [Zoning Review Submittal Checklist](#)

## Photographs

Two sets of photographs on 8.5" x 11" sheets of paper of the existing structure. For new and relocated windows, the photographs should show the proposed location of the windows.

## Colors and Materials

Two copies of the proposed material changes on 8.5" x 11" sheets of paper that include the manufacturer specifications of colors and materials for the proposed facade and roofing.

## Noticing Requirements

- Mailing list of property owners within 300' of the subject property and tenants and residents within 100' of the subject property, radius maps, and stamped envelopes. Mailing list must be obtained through a [City-approved ownership listing service](#).
- In the event that neighbor concerns are raised during the Administrative Design Review hearing that cannot be resolved, the application may be forwarded for Design Review Board consideration, which requires an additional noticing packet for a 28-day notification period.

## Appeal Period

All Design Review approvals are subject to a 14-day appeal period after the effective date of the decision ([Municipal Code Section 25.05.070](#)). Approvals shall lapse and become void two years following the effective date ([Municipal Code Section 25.05.040\(J\)](#)).

## Roof Style Change



## Exterior Material Change and Window Expansion

