



Planning Division

Community Development Department
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**Minor
Modification**
Rev. 7/3/19

Do I need a Minor Modification?

Minor Modifications may be processed for the following activities:

- o **Changing approved development permits.** Only applies for minor modification of architectural elements or landscape details which do not affect the use, intensity, general character, architectural style, circulation or other site function of the project.
- o **Creating less than 2.5k sf of impervious surface.** This includes: on or above ground, through installation, construction, or replacement. The Calculation of 2,500 square feet of new or replaced impervious surface shall represent the total of all newly created impervious surfaces, whether on structures, pavement, or any other surface.
- o **Parking spaces on existing** surfaces that are being replaced, repaved, reconfigured, or restriped.
- o **Non-Residential Building additions or accessory structures** of less than one thousand (1,000) square feet or less than twenty percent (20%) of the building area.
- o **Building additions or accessory structures** of two hundred fifty (250) square feet in total area or less, or less than twenty percent (20%) of the total building area for hillside single-family residences, residences in planned unit development zones, a duplex, or a multiple-family building; provided, that current parking regulations are being met and would continue to be met after the completion of any addition and that site amenities are not adversely impacted.
- o **Above ground storage tank** of 2,000 gallons or less in zoning districts other than industrial zoning districts and an above ground storage tank of 10,000 gallons or less in an industrial zoning district.
- o **Demolition of nonresidential buildings** less than one thousand (1,000) square feet.
- o **Historic site or within a historic neighborhood combining district**
 - o Minor modifications of architectural elements, landscape details, or installation of new or additional pavement that do not affect the historic significance, use, intensity, general character, architectural style, circulation or other site function of the property.
 - o Accessory structures or building additions that do not exceed two hundred fifty (250) square feet in area and that are consistent with historic compatibility criteria and applicable design guidelines and standards.
- o **Other similar minor items:** As determined by the community development director.

Note: No proposals requiring a new negative declaration, mitigated negative declaration, or environmental impact report as clearance under the California Environmental Quality Act shall be allowed through the minor modification process.

General Information on Minor Modifications

Purpose of a Minor Modification:

A minor modification may be conducted only where such approval would be consistent and comply with all applicable local laws in effect at the time of issuance, including without limitation the city's general plan and the provisions of the City Code. The intent of the minor modification process is to facilitate minor changes that maintain or improve the aesthetic, historic, architectural, landscape, or other qualities of properties. Minor modifications consistent with this section may, without limitation, be conducted to implement section 30.26.50(b), 30.50.47(d), or 30.50.50(g).

Conditions

The decision to grant, deny or condition a minor modification is an administrative determination and requires no hearing or public notice. The action of the community development director shall be final, and nothing herein shall be deemed or construed to confer on an applicant a right to a minor modification or to require the director to issue a minor modification. If the community development director denies a minor modification, nothing herein shall preclude the applicant from thereafter filing an application for an appropriate development permit.

Where property was developed prior to the requirement of an architecture and site permit, minor modifications for projects as set forth in this section may be approved without the necessity of the issuance of a full site architecture and site permit. The minor modification process may, at the community development director's discretion, also be used to make the above-noted modifications to an approved planned unit development permit. (Ord. No. 2016-03, § 1, 3-7-16)