

# C10 Administration

## C10.1 ADMINISTRATION

### A Review Authority

This Section of the Downtown Code identifies the responsible body or individual that has the responsibility and authority to review and act upon applications submitted to the City within the Specific Plan boundaries.

### B Applications

#### 1 Non-Residential Projects.

Projects that do not include residential uses shall be subject to the applicable application requirements and approval processes as set forth in Division 36.400 of the Municipal Code unless otherwise established in the Specific Plan.

#### 2 Residential and Mixed-Use Projects

##### a Ministerial Approvals:

- i Projects meeting the following criteria shall be subject to ministerial approval by the Community Development Director:
  - a) Any residential or mixed-use project with ten or more residential units that provides affordable housing in compliance with the City's Inclusionary Housing Requirements (Division 36.375 of the Municipal code).
  - b) Any residential or mixed-use project with nine or fewer residential units in which at least twenty percent (20%) of the units are affordable to lower income households.
- ii The Community Development Director shall develop an application for ministerial approvals pursuant to this paragraph, and procedures for processing applications for the ministerial approvals. The procedures may include a limited design review process and applicable standards; however, any limited design review process shall not constitute a "project" for purposes of the California Environmental Quality Act.
- iii If a project qualifies for ministerial processing pursuant to this Section (a), review of any density bonus application, including any requests for incentives or concessions, waivers, reduced parking requirements, shall be reviewed ministerially.
- iv If a project qualifies for ministerial processing pursuant to this Section (a), the project shall be exempt from any requirement for a Certificate of Appropriateness pursuant to the Municipal Code, unless the project site is in a designated and adopted historic district or is a designated historic resource on the National Register, State Register, or South Pasadena Register of Landmarks and Historic Districts.

b Discretionary Applications:

Any residential or mixed-use project that is not subject to a ministerial approval pursuant to the foregoing Section (a) shall be subject to the applicable application requirements and approval processes as set forth in Division 36.400 of the Municipal Code.

**3 Streamlining**

Project applications shall be reviewed within 30 days of submittal and either deemed complete if all application information and materials have been provided, or deemed incomplete if missing information and/or materials have been identified. Once complete, project applications shall be reviewed in compliance with the Permit Streamlining Act.

**C Special Exception Process**

The purpose of a Special Exception is to allow projects that provide special amenities, design details, and/or aesthetic benefits to the community. If a Special Exception is requested, it will be processed pursuant to the procedures for Administrative Modifications found in Municipal Code Section 36.410.060. The application shall include a full description and explanation of the proposed project component that is the subject of the request, and shall provide justification based on the findings below.

**Required Findings for Special Exceptions**

Before a Special Exception may be granted the following findings must be made:

1. The proposed project, while not consistent with a specific provision of this code, is justified by its intent to pursue a comparable or better designed development;
2. The proposed project would result in development compatible with the scale and character of existing development in the vicinity; and
3. The proposed project would result in development that is not detrimental to and would not adversely impact adjacent properties.

**Limitations:** Applications for Special Exceptions shall be limited to exceptions to building placement, lot size, building types and frontage types.

**D Preliminary Review Process**

The purpose of the preliminary review process is to allow an applicant to submit a preliminary plan and receive comments from the City prior to formal submittal. Applicants proposing new construction are highly encouraged to request Preliminary Review early in their planning process. There is a “pre-application meeting fee” associated with this consultation.