

PLANNING DIVISION STAFF REPORT

October 14, 2019



PREPARED FOR THE LANDMARKS COMMISSION

Project Name/Address: Policy Document Revision
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Date Prepared: October 10, 2019

Background

The Landmarks Commission asked staff to revise the commission's Policy Guide to reflect updated requirements for sufficiency review of window replacement applications. In addition, staff is recommending an expansion of administrative approvals to include replacement in-kind of HVAC equipment by Plan Review & Permitting staff. Finally, as the Preservation Planner has changed, staff has updated the name for the staff person in that position accordingly.

Staff is including the full text of the Policy Guide in case the commission notes other areas in need of update or revision. Staff proposed changes are highlighted in yellow (pages 2, 6, 9). There are also areas highlighted in blue that warrant commission discussion as these are general policies that we are not currently implementing (page 10).