



**STAFF REPORT
HOLLISTER PLANNING COMMISSION
MEETING DATE: September 25, 2025
REPORT # Community Development-2025-55**

AGENDA ITEM: REVIEW OF PROPOSED PHASE 3 ZONING ORDINANCE AMENDMENT LANGUAGE OF CITY OF HOLLISTER ZONING ORDINANCE (ZOA 2025-4)

DEPARTMENT HEAD: Rod Powell, Assistant City Manager
STAFF CONTACT: Erica Fraser, AICP, Contract Senior Planner

RECOMMENDED ACTION: Review the proposed draft Zoning Ordinance amendment language and provide staff with comments.

CEQA: The proposed Zoning Ordinance amendments are exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378.

PROJECT DESCRIPTION: City staff are proposing language revisions to the City's Zoning Ordinance (Title 17 of the Municipal Code). The purpose of this revision is to ensure compliance with state law, create a more user-friendly document for both staff and the public, to modernize and incorporate current trends to better reflect the current needs of the community, and to fix errors.

The proposed phases of the revision are as follows:

- Phase 1 – Edits to the Zoning Ordinance for consistency with State Law. In the past two years, staff have made several amendments to the Zoning Ordinance to ensure consistency with State Law. This Phase is on-going and as needed.
- Phase 2 – Edits to the Use Tables and Definitions. Staff have identified this as an important step to clear up existing inconsistencies and provide clear definitions for each use listed in the use tables. The Planning Commission recommended approval of this Phase at its July 2025 meeting. A City Council public hearing date is pending.
- Phase 3 – Revision of permitting requirements through an intended repeal and replace of Chapter 17.24, Administration and Enforcement, of the Zoning Ordinance. Study Sessions on the revisions are anticipated to begin in September (current phase).
- Phase 4 – Remainder of the Zoning Ordinance.

Once all phases have been completed, the Zoning Ordinance will be repealed and replaced in its entirety.

Phase 3 Study Session

This is the first Study Session for Phase 3 revision of the Zoning Ordinance. Phase 3 comprises the permit requirements section of the current Zoning Ordinance (currently Chapter 17.24, Administration and Enforcement). For this phase of revisions, staff propose the removal of the current section and that it be replaced by the addition of new

Chapters for each permit type to make them more accessible within the Zoning Ordinance. Language has also been updated to be consistent with the goals for the revision of the Zoning Ordinance.

The following new and revised Chapters are proposed:

- Chapter 17.02, Title, Purpose and Authority
- Chapter 17.72, Authority and Development Permit Decisions
- Chapter 17.74, Permit Procedures
- Chapter 17.76, Environmental Review
- Chapter 17.78, Appeals
- Chapter 17.80, General Plan Amendments
- Chapter 17.82, Specific Plans
- Chapter 17.84, Zoning Ordinance Amendments
- Chapter 17.86, Rezoning/Annexation
- Chapter 17.88, Development Agreements
- Chapter 17.90, Planned Developments
- Chapter 17.92, Density Bonuses
- Chapter 17.94, Site & Architectural Review
- Chapter 17.96, Conditional Use Permits
- Chapter 17.98, Lot Line Adjustments
- Chapter 17.100, Temporary Use Permits
- Chapter 17.102, Variances
- Chapter 17.110, Reasonable Accommodations
- Chapter 17.112, Nonconforming Uses and Structures
- Chapter 17.118, Enforcement

Discussion of the proposed Chapters will occur in groups within several study sessions to facilitate discussion of each chapter.

ANALYSIS: The Chapters to be reviewed during this Study Session are discussed in detail below. Please note that some Chapter or section references are blank at this time and will be completed once the Planning Commission's review of Phase 3 is complete.

The existing Chapter 17.24, Administration and Enforcement, which will be repealed as part of Phase 3 is included as Attachment 1 for reference.

Chapter 17.72, Authority and Development Permit Decisions

This Chapter outlines the reviewing body for each permit type. The major changes proposed to this Section include adding a Minor Conditional Use Permit, Minor Site & Architectural Review (renamed from Administrative Permit Review), and Administrative Site & Architectural Review (renamed from Administrative Permit Review – OTC). The requirements and procedures for these new permit types will be reviewed at a future meeting.

The draft Chapter is included as Attachment 2.

Chapter 17.74, Permit Procedures

This Chapter describes the procedures for the processing of permits in the City. The Chapter includes the following topics:

- Application Fees
- Preliminary Review Applications
- Development Permit Applications
- Application Review
- Referral of Decision-Making Authority
- Notices
- Staff Reports
- Public Hearing Procedures
- Permit Implementation
- Permit Expiration and Revocation
- Withdrawals and Refunds

The draft Chapter is included as Attachment 3.

Chapter 17.78, Appeals

This Chapter describes the procedures for filing an appeal of the decision of the Community Development Director or Planning Commission.

Staff propose one significant change to this Chapter. The current appeal period for Tentative Maps is ten (10) days (in accordance with the Subdivision Map Act). All other projects currently have a fourteen (14) day appeal period. This discrepancy had led to repeated confusion for appellants and has sometimes resulted in the filing of an appeal past the stipulated deadline. Currently, there is no state requirement for a 14-day appeal period and staff have found that most jurisdictions limit the appeal period to ten (10) days to limit confusion. Staff recommend that the appeal period be changed to ten (10) days for all projects and decisions.

The draft Chapter is included as Attachment 4.

Chapter 17.80, General Plan Amendments

This Chapter describes the process and procedures for General Plan Amendments (City initiated and Applicant initiated).

One change staff proposed by staff is to include a timeline for an application for a General Plan Amendment. Staff propose that applicants be required to apply for a formal application within six (6) months of initiation by the City Council.

The draft Chapter is included as Attachment 5.

Chapter 17.82, Specific Plans

This Chapter outlines the procedures for the preparation of a Specific Plan. Specific Plans are a tool that can be used to plan an area and define the allowed land uses and development standards, plan for community serving infrastructure, and stipulate design requirements. The draft Chapter includes the required content for Specific Plans, application requirements, and a process for adoption or amendment to an adopted Specific Plan.

The draft Chapter is included as Attachment 6.

CEQA: The proposed Zoning Ordinance amendments are exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378.

CONCLUSION: Staff request feedback on the Draft Chapters included in this staff report. The Planning Commission is invited to ask questions and provide comments during the Study Session. Staff will then take the feedback received during the Study Session and incorporate it into future drafts as necessary.

Staff will bring the next portion of the Phase 3 review to a second Study Session in the near future.

PREVIOUS COUNCIL OR COMMISSION ACTION: None

ATTACHMENTS:

1. Chapter 17.24, Administration and Enforcement
2. Draft Chapter 17.72, Land Use and Permit Decisions
3. Draft Chapter 17.74, Permit Procedures
4. Draft Chapter 17.78, Appeals
5. Draft Chapter 17.82, General Plan Amendments
6. Draft Chapter 17.84, Specific Plans