



DEPARTMENT OF  
PLANNING AND DEVELOPMENT

CITY OF SACRAMENTO  
CALIFORNIA

1231 I STREET  
ROOM 200  
SACRAMENTO, CA  
95814-2998

BUILDING INSPECTIONS  
916-449-5716

PLANNING  
916-449-5604

November 9, 1990

Transportation and Community Development  
Sacramento, California

Honorable Members in Session:

SUBJECT: 1. Environmental Determination  
2. Zoning Ordinance Amendment Regarding Model Home  
Complexes/Temporary Sales Offices (M90-031)

LOCATION: Citywide

SUMMARY

The proposed Zoning Ordinance Amendment amends Section 2 of the Zoning Ordinance regarding the processing of model home complexes/temporary sales offices for the marketing of subdivisions. The amendment changes the permit from a Planning Director's Special Permit to Planning Director's (administrative) Review and establishes guidelines for development of model home complexes/temporary sales offices.

The Planning Commission and staff recommend approval of the Ordinance Amendment by the TCD Committee and adoption by the City Council.

BACKGROUND INFORMATION

On October 25, 1990, the Planning Commission recommended approval of the attached Zoning Ordinance Amendment regarding model home complexes/temporary sales offices.

The Zoning Ordinance currently requires a Planning Director's

Special Permit for the development of a model home, temporary building or real estate sales office in connection with the marketing of a new subdivision. This amendment allows approval with a Planning Director's (administrative) Review. The amendment also incorporates guidelines for development of a model home complex/temporary sales office which standardizes the Planning Director Review. The permit is also extended from a one (1) year time limit to a two (2) year time limit with the possibility of the Planning Director granting extensions.

The development guidelines include the applicant submitting site plans, floor plans, and elevations of each unit to be used as a model or sales office. Parking is not required, however, if any is proposed, the parking area should be included on the plans and requires standard surfacing as defined in Section 6 of the Zoning Ordinance. No gravel lots will be allowed. Also required, if a parking lot is proposed, is a minimum four foot landscaped planter for any parking area adjacent to a public right-of-way. A submittal of a Sign Program is also required. The sign program may be approved along with the model home complex/temporary sales office as long as the signage meets the requirements of the Sign Ordinance. The amendment also specifies the removal of any parking, signage and the conversion of any garages used for office areas.

#### ENVIRONMENTAL DETERMINATION

The Environmental Coordinator has determined that the proposed Zoning Ordinance Amendment will not have a significant adverse effect on the environment and has filed a Negative Declaration.

#### VOTE OF THE PLANNING COMMISSION

On October 25, 1990, the Planning Commission voted eight ayes to recommend adoption of the Zoning Ordinance Amendment regarding model home complexes/temporary sales offices in the City of Sacramento.

#### FINANCIAL DATA

Not applicable.

#### POLICY CONSIDERATION

Not applicable.

#### MBE/WBE

Not applicable.

RECOMMENDATION

It is recommended that the Transportation and Community Development Committee recommend that the City Council take the following actions:

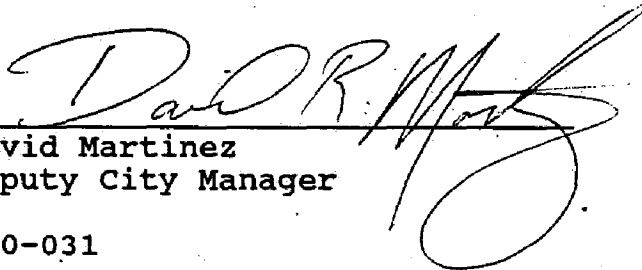
1. Ratify the Negative Declaration;
2. Adopt the attached Zoning Ordinance Amendment regarding model home complexes/temporary sales offices.

Respectfully submitted,



Michael M. Davis  
Director of Planning and Development

RECOMMENDATION APPROVED:



David Martinez  
Deputy City Manager

M90-031

Citywide  
November 20, 1990

Contact Person:  
Cindy Gnos, Assistant Planner  
449-5604

ORDINANCE NO.  
ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

AN ORDINANCE DELETING SECTION 2-G-7 AND ADDING SECTIONS 2-B-15 AND SECTION 2-E-48 OF THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY OF SACRAMENTO (ORDINANCE NO. 2550, FOURTH SERIES, AS AMENDED) RELATING TO MODEL HOME COMPLEXES / TEMPORARY SALES OFFICES (M90-031)

BE IT ENACTED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

**SECTION 1.**

Section 2-G-7 of the Comprehensive Zoning Ordinance of the City of Sacramento (Ordinance 2550, Fourth Series, as amended) is hereby repealed.

**SECTION 2.**

The Comprehensive Zoning Ordinance of the City of Sacramento (Ordinance No. 2550, Fourth Series, as amended) is hereby amended by adding thereto Section 2-B-15 to read as follows:

USE	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	M1	M2	A	M	S	M					
	E	1	A	B	2	A	B	3	A	4	A	5	B	O	C	C	1	2	3	4	(S)	(S)	A	F	S	H	P	X	D	C
15. Model Home Complex/ Temporary Sales Office		48	48	48	48	48	48	48	48	48		48																		

**SECTION 3.**

The Comprehensive Zoning Ordinance of the City of Sacramento (Ordinance No. 2550, Fourth Series, as amended) is hereby amended by adding thereto Section 2-E-48 to read as follows:

E. **SPECIAL CONDITIONS:** The following special conditions apply to the land use indicated by corresponding number in the Land Use Charts.

48. Model Home Complex/Temporary Sales Office for a new subdivision is allowed, subject issuance of a model home complex permit by the Planning Director. This permit shall be obtained prior to operation of the model home complex/temporary sales office.

a. **Application:** The applicant shall submit the following documents to the Planning Director for

review:

1. Overall site plan and landscape plan of the complex, including floor plans and elevations of each unit to be used as a model or sales office shall be submitted for review, along with a copy of the Subdivision Map. If lighting is proposed for the model home complex/temporary sales office, it shall be indicated on the plans.
  2. A Sign Program shall be submitted which meets the requirements of the City of Sacramento Sign Ordinance.
  3. If on-site parking is proposed, it shall be indicated on the site plans. Any parking area shall be paved to the standards in Section 6 of the Zoning Ordinance. No gravel lots will be allowed. Shading of any temporary parking area associated with the model home complex/temporary sales office is not required, however, if the parking area is adjacent to the public right-of-way, a four foot landscaped planter is required.
- b. Conditions: The Planning Director may include in the permit such conditions as may be necessary to carry out the intent and purpose of this Ordinance or to protect the public health, safety or welfare. Any person dissatisfied with the conditions imposed by the Planning Director may appeal that determination pursuant to the provisions of Section 18-K of this Ordinance.
- c. Term: The model home complex/temporary sales office permit shall be valid for two (2) years from the date of its issuance. The Planning Director may renew the permit for up to additional one-year periods upon written application at least 30 days prior to expiration.
- d. Compliance With Other Requirements:
1. All buildings and structures permitted hereunder shall comply with all height and area requirements of the district in which it is located.
  2. Each site shall be located so as to be easily accessible from existing improved streets during construction of the model home. In no event shall model home sites be located more than 300 feet from the nearest existing source

of water supply for fire-fighting purposes.

- e. Restoration: Upon expiration of the model home complex/temporary sales office permit or upon completion of the use of the model unit(s) for display or as a sales office, all pavement used for a parking area shall be removed, all signage associated with the marketing of the subdivision shall be removed, and any garage of a model home or model unit used for a sales office shall be restored to a garage.

DATE PASSED FOR PUBLICATION:

DATE ENACTED:

DATE EFFECTIVE:

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MAYOR

ATTEST:

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CITY CLERK

Members in Session:

- Subject:       A.    Environmental Determination;  
              B.    Zoning Ordinance Amendment regarding model home  
                  complexes/temporary sales offices.

SUMMARY:    The proposed Zoning Ordinance Amendment addresses the processing of model home complexes/temporary sales offices for the marketing of subdivisions. The amendment changes the permit from a Planning Director's Special Permit to Planning Director's (administrative) Review and establishes guidelines for model home complex/temporary sales office development. Staff recommends the Planning Commission recommend adoption of the attached Zoning Ordinance Amendment to the City Council.

BACKGROUND INFORMATION: The Zoning Ordinance currently requires a Planning Director's Special Permit for the development of a model home, temporary building or real estate sales office in connection with the marketing of a new subdivision. This Planning Director's Special Permit is valid for a period of one (1) year and may be extended for additional one-year periods by the Planning Director. The proposed amendment eliminates the need for a Planning Director's Special Permit and allows approval with only Planning Director Review. The amendment incorporates guidelines for development of a model home complex/temporary sales office to standardize the Planning Director's Review. The time of the permit is also extended from a one (1) year limit to a two (2) year time limit also with the possibility of extensions.

The guidelines for the model home complex/temporary sales office development include the applicant submitting site plans, floor plans, and elevations of each unit to be used as a model or sales office. Parking is not required for a model home complex/temporary sales office, however, if any is proposed, the parking area should be included on the submitted plans. The parking area, though temporary, requires standard surfacing as defined in Section 6 of the Zoning Ordinance. No gravel lots will be allowed. A minimum four foot landscaped planter is required for any parking area adjacent to a public right-of-way.

A sign program for the marketing of the subdivision should be submitted with the application if any signage is proposed. The sign program may be approved along with the model home complex/temporary sales office as long as the signage meets the requirements of the Sign Ordinance. The Sign Ordinance is also being amended to require only Planning Director Review instead of a Planning Director's Special Permit.

The guidelines for the model home complex/temporary sales office also include the submittal of an agreement between the applicant and the Planning Director. This agreement would consist of: converting the sales office back into a garage, if the garage of a model home is used as an office; removing any pavement for the parking area; and removing all signage associated with the marketing of the subdivision. The agreement would indicate the removal of these items at the time of expiration of the two year permit to operate as a sales office, or when the subdivision has been sold and the sales office is no longer necessary.

The Zoning Ordinance Amendment deletes Section 2-G-7 which requires a Planning Director's Special Permit and adds a model home complex/temporary sales office to the list of uses in the Land Use Chart, Section 2-B-15. The Land Use Chart will refer to footnote 46 which has been created to address the process for approval of a model home complex/temporary sales office.

The purpose of this change is to streamline the process for model home complexes/temporary sales offices from approximately four months to three weeks. The subdivision in which the model home complex/temporary sales office is located, generally, has already been reviewed under a Tentative Map application. The guidelines should be adequate to assist the Planning Director in his review of the model home complex/temporary sales office.

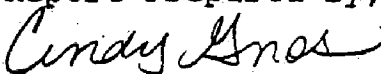
ENVIRONMENTAL DETERMINATION: The Environmental Services Manager has determined that the proposed Zoning Ordinance Amendment will not have a significant adverse effect on the environment and has filed a Negative Declaration.

RECOMMENDATION: Staff recommends the Planning Commission take the following actions:

- A. Ratify the Negative Declaration.
- B. Recommend approval of the attached Zoning Ordinance Amendment and forward to the City Council.

Respectfully Submitted,

  
Will Weitman  
Principal Planner

Report Prepared By,  
  
Cindy Gnos  
Assistant Planner