

CBPA Administrative Approval Policy for Residential Uses

December 1, 2009

The following are guidelines for administrative review of residential requests by the Director of Planning or their designee, as approved by the CBPA Review Committee. Unique circumstances, as determined by the Director of Planning or their designee, may require approval by the CBPA Review Committee.

- Disturbance must be limited to the landward 50-foot portion of the RPA buffer.
- A CBPA Review Application must be completed and submitted, including a drawn-to-scale site plan, a WQIA, and the application fee.
- Administrative signoffs can only be made for lots platted before March 1, 2002 that are within subdivisions that have a functioning BMP that has been certified by the Department of Development and Permits or the Public Works Department; or lots platted prior to January 21, 1992.
- For principal structures, the lot must be of a size and shape that encroachment in the buffer is unavoidable or minimized to the greatest practical extent, while remaining in character with the surrounding neighborhood.
- Additions to a principal structure in the landward 50-foot buffer must be less than 600 SF of proposed impervious surface.
- The percent of impervious surface on the site must be less than the percent of impervious surface allowed in the appropriate watershed.
- Landscaping must meet or exceed the requirements in the City's Landscape Ordinance. Administratively approved CBPA plans still must be approved by the City Arborist or their designee.
- The Director of Planning or their designee will notify Committee members when administrative approvals have been granted. Committee members will have five business days to object to an approval, whereby the case will be placed on the agenda of the next Committee meeting for additional review and voting.

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