

# EVERYTHING YOU WANT TO KNOW

ABOUT **THE DEVELOPMENT PROCESS**  
IN THE CITY OF GOOD LIVING





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## UNDERSTANDING THE DEVELOPMENT PROCESS IN THE CITY OF GOOD LIVING

Welcome to our dedicated resource for explaining and mapping out the development process used by the City of San Carlos. We designed this short, easily digestible eBook for people who live and work in San Carlos. It explains key elements of the development workflow, highlights important stakeholders, and points you toward additional resources that explain the details of this process, allowing you to become involved in development projects in the City of Good Living.

Let’s start with one of the most important parts of development: **The people and groups who approve each new project.**

## WHO APPROVES NEW PROJECTS?

There are four key players when it comes to the development process in San Carlos:

**1. Community Development Director (CD):**

The CD leads the Planning, Building, Housing, and Economic Development Divisions.

**2. Residential Design Review Committee (RDRC):**

The three-member RDRC includes one member of the Planning Commission as well as one resident and one design professional, each appointed by the City Council.

**3. Planning Commission (PC):**

The PC includes five members appointed by the City Council.

**4. City Council (CC):**

The CC includes five members elected by the residents of San Carlos.

For more technical and in-depth information, check out [these relevant portions of our municipal code.](#)





## WHAT KIND OF PROJECTS DOES EACH PERSON OR GROUP APPROVE?

While the development process brings together stakeholders from across the City government, each individual and group has clear-cut responsibilities. Knowing where to start your request can make the process that much easier:

- **The CD** reviews and approves zoning clearances, tree removals, sign permits, new business registrations, and minor additions to single-family homes.
- **The RDRC** reviews and approves all new homes and home additions greater than 3,000 square feet.
- **The PC** reviews and approves conditional use permits, variances, appeals of RDRC or CD decisions, and new mixed-use, multi-family, commercial and industrial buildings.
- **The CC** reviews and approves planned developments that offer amenities that are likely to exceed conventionally planned development, annexations, appeals on PC decisions, General Plan amendments, and zoning amendments.



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## HOW CAN I GET INVOLVED IN THE PROCESS?

Along with avenues for securing approval for your own objectives, the development process includes several opportunities for public input:

- If you live or own property within 150 to 300 feet of a project, depending on the type of development involved, the applicant will conduct direct outreach to inform you of a public comment opportunity.
- Once a formal application is submitted to the Community Development Department and a review begins, the Planning Division sends notices to property owners within 150 or 300 feet, and a public hearing follows.
- If a final decision is appealed or if the body making the decision requires more information, another public comment opportunity occurs.
- The environmental review process for projects also leads to a public comment opportunity in most instances.

You can find a comprehensive review of common procedures in the development process in our [Municipal Code](#).



## MEETING DATES AND TIMES

Attending meetings of the organizations that lead the development process helps keep you more informed and provides opportunities for public comment as well.

- **The RDRC** meets on the first or third Monday of each month at 5:30 p.m.
- **The Planning Commission** meets on the first and third Monday of each month at 7 p.m.
- **The City Council** meets on the second and fourth Monday of each month at 7 p.m.

**Sign-up for E-notify** to get email notifications for RDRC, Planning Commission, and City Council meetings.

To learn more about the development process or find the answers to specific questions, follow the links to the left to get in touch with major stakeholders.





[www.cityofsancarlos.org](http://www.cityofsancarlos.org)

