

**ORDINANCE NO. NS-247**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MONTE SERENO AMENDING  
TITLE 10, CHAPTER 10.08 BY AMENDING SECTION 10.08.040 (SITE DEVELOPMENT  
PERMIT REQUIRED)**

**WHEREAS**, the City of Monte Sereno desires to amend its site development permit requirements and tree removal requirements; and

**WHEREAS**, on October 8, 2025, the Site and Architecture Commission considered the proposed modifications to the Monte Sereno Municipal Code and recommended that the City Council adopt the ordinance by a 4-1 vote; and

**WHEREAS**, on October 21, 2025, the City Council considered the proposed ordinance and a majority of Council introduced and waived further reading of Ordinance No. NS-247; and

**WHEREAS**, the adoption of this ordinance is not a “project” as defined by CEQA Guidelines Section 15378: “Adoption of the ordinance does not have the potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Further projects subject to the ordinance will require a discretionary permit and CEQA review, and will be analyzed at the appropriate time in accordance with CEQA.” Therefore, no environmental assessment is required.

**NOW THEREFORE, THE CITY COUNCIL OF MONTE SERENO DOES ORDAIN AS  
FOLLOWS:**

**SECTION 1.** The recitals to this Ordinance are hereby incorporated and are expressly made a part hereof.

**SECTION 2.** Amendment of Section 10.08.040. Section 10.08.040 of Chapter 10.08 of the Monte Sereno Municipal Code is hereby amended to read as follows:

“The following proposed projects shall require a site development permit, which shall be issued prior to the issuance of a building permit or a demolition permit:

A. Any new main house.

B. Any addition that adds five hundred (500) square feet or more to an existing building or structure in the R-1-8 zoning district or seven hundred fifty (750) square feet or more to an existing building or structure in the R-1-20 or R-1-44 zoning district.

C. Any modification to the roof that increases the overall roof height of an existing structure by more than twenty-four (24) inches.

D. Any additions that add two hundred fifty (250) square feet or more to the second story of an existing two-story building in the R-1-8 zoning district or five hundred (500) square feet or more in the R-1-20 and R-1-44 zoning district.

E. Any additions of a second story to an existing single-story building.

F. Residential development projects pursuant to Section 10.05.080.

Issuance of a site development permit shall be reviewed and acted upon by the Commission at a regular or special meeting, except that a residential development project meeting the requirements of Section 10.05.080 shall be reviewed ministerially and without public hearing by the City Planner.”

**SECTION 3.** Environmental Review.

The adoption of this ordinance is not a “project” as defined by the CEQA guidelines Section 15378: “Adoption of the ordinance does not have the potential for resulting in either a direct physical change in environment or a reasonably foreseeable indirect physical change in the environment. Further projects subject to the ordinance will require a discretionary permit and CEQA review and will be analyzed at the appropriate time in accordance with CEQA.” Therefore, no environmental assessment is required or necessary.

**SECTION 4.** Effective Date.

This ordinance shall be in full force and effect 30 days after its adoption.

**SECTION 5.** Severability.

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction such portion shall be deemed a separate, distinct and independent provision of such Ordinance and shall not affect the validity of the remaining portions thereof.

**SECTION 6.** Certification.

The City Clerk shall cause this ordinance to be posted and/or published in the manner required by law.

This Ordinance was introduced at the meeting of the City Council on the 21<sup>st</sup> day of October 2025, and was adopted at a regular meeting of the City Council on the 4<sup>th</sup> day of November 2025, by the following vote:

|         |                                        |
|---------|----------------------------------------|
| AYES:   | TOREN, SHANNON, MEKECHUK, ALLAN, CRAIG |
| NOES:   | NONE                                   |
| ABSENT: | NONE                                   |

Signed by:  
  
E89BD7B9E4514E57  
Burton Craig, Mayor

DocuSigned by:  
*Gloisy Gonzalez-Langarica*  
Attest: 486E81727D0A486... Gloisy Gonzalez-Langarica, City Clerk

Approved as to form:

Kirsten Powell, City Attorney