

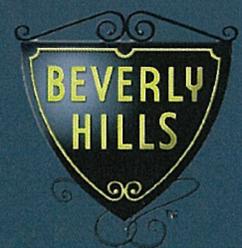
Attachment 8

Director's Guidelines for Public Noticing

CITY OF BEVERLY HILLS
COMMUNITY DEVELOPMENT DEPARTMENT
DIRECTOR'S GUIDELINES

PUBLIC NOTICE

REQUIREMENTS FOR PLANNING APPLICATIONS





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USING THIS GUIDE

This guide is intended to provide applicants with additional information on public noticing for applications considered by the Community Development Department and the Planning, Architectural, Design Review, and Cultural Heritage Commissions.

Generally, the noticing requirements for projects vary based on the location of the subject property, and the type of review needed for the application. A map of the areas of the City is provided on page 2. To determine the general requirements for your application, please consult the table on page 6. If you are unsure of the type of review that your application will require, please consult your project planner.

Once you have determined what type of noticing is required for your application, you can find specifics on completing the noticing in this document as well as in Beverly Hills Municipal Code (BHMC) Section 10-3-2.5.

Important information for applicants is presented in grey boxes throughout the document.

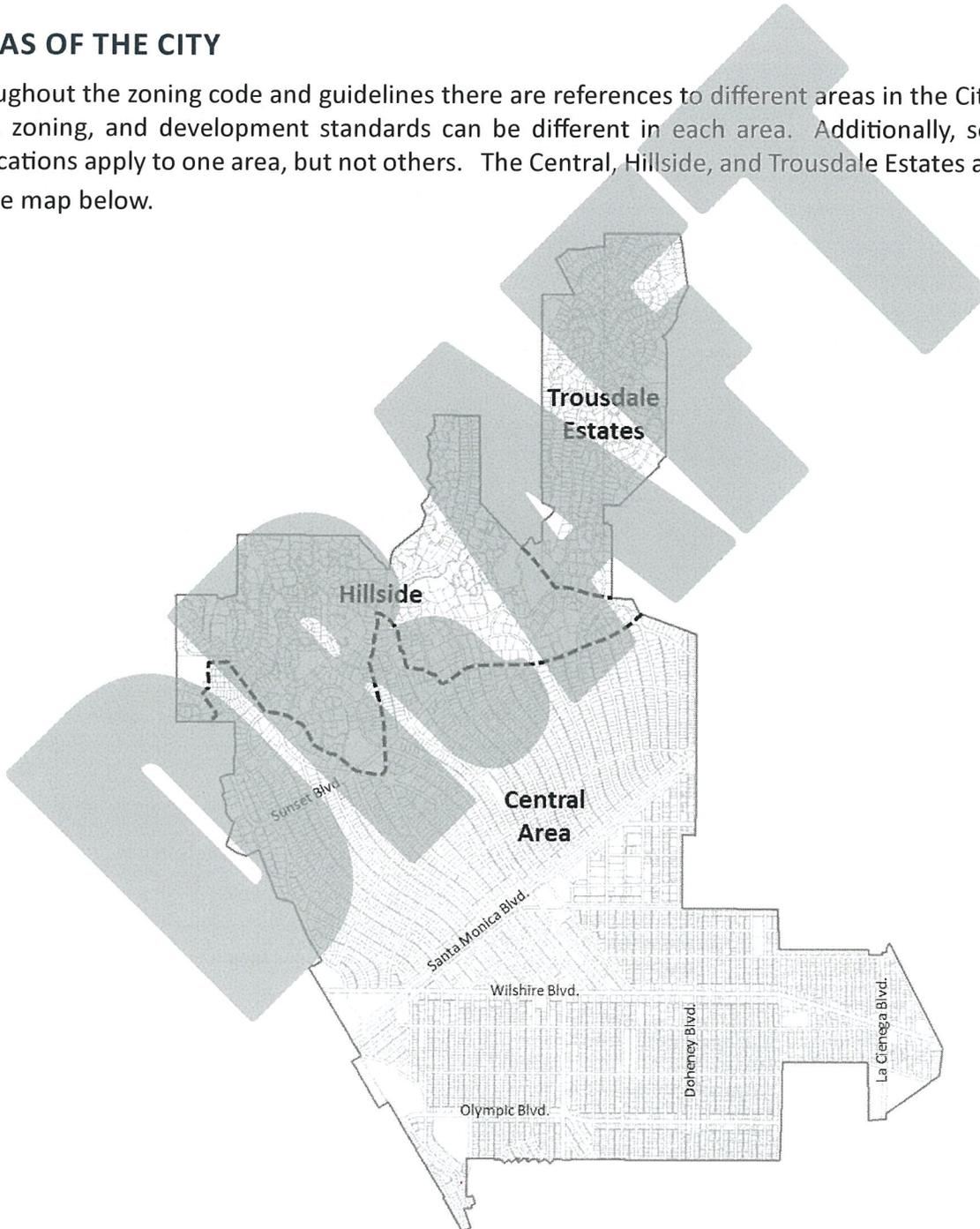
INTRODUCTION

PUBLIC NOTICING REQUIREMENTS

Public noticing requirements are meant to ensure that the community is aware of land use applications or development projects and encourage more public participation in the planning and development process. Public noticing requirements are outlined in the City's zoning code in Section 10-3-2.5.

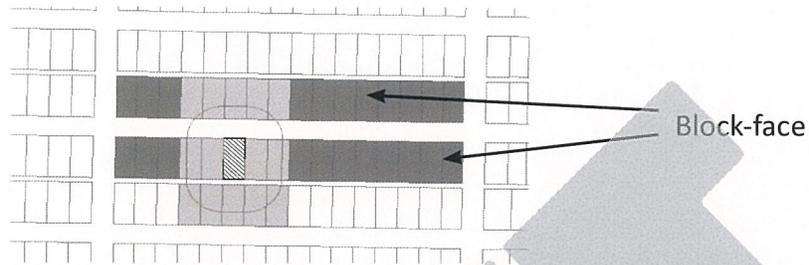
AREAS OF THE CITY

Throughout the zoning code and guidelines there are references to different areas in the City of Beverly Hills. Uses, zoning, and development standards can be different in each area. Additionally, some permits and applications apply to one area, but not others. The Central, Hillside, and Trousdale Estates areas are depicted on the map below.



DEFINITIONS

BLOCK-FACE- A block-face is defined as the properties along one side of a street between two consecutive intersections as illustrated in dark grey shading on the illustration below.



COMMISSION LEVEL REVIEW- Planning applications reviewed and decided on by one of the commissions staffed by the Community Development Department are referred to as Commission-Level Review cases.

DIRECTOR LEVEL REVIEW- Planning applications reviewed and decided on by the Director of Community Development or his/her designee are referred to as Director-Level or administrative applications.

PLANNING APPLICATION- Any applications administered by the Planning Division of the Community Development Department.

TYPES OF REVIEW AND COMMISSIONS

Throughout the zoning code and guidelines there are references to different commissions that review applications. They include:

ARCHITECTURAL REVIEW- Architectural review is required for buildings, signs, walls, fences and landscaping in zones other than single-family residential in Beverly Hills. The Architectural Review Commission reviews projects that are not able to be reviewed at the director level. Architectural Commission, Architectural Review and Procedure are described in detail in 10-3-30 of the BHMC.

DESIGN REVIEW- Design review is required for new single family homes and significant remodels of homes in the Central Area of the City. "Track 1" projects that adhere to a pure architectural style as outlined in the City's style catalogue are reviewed at the Director Level. The Design Review Commission reviews "Track 2" projects that cannot be reviewed at the director level. Please see BHMC 10-3-44 for more information.

CULTURAL HERITAGE REVIEW- Cultural Heritage Review is required for the designation of landmarks, historic districts, and determinations of ineligibility. The Cultural Heritage Commission makes recommendations to the City Council on Landmark or Historic Designation nominations and Mills Act Contracts. The Cultural Heritage Commission acts on Certificates of Appropriateness and Director's Determination of Ineligibility. Please see BHMC 10-3-32 for more information.

PLANNING REVIEW- Planning review is required for the majority of the planning applications that are processed by the Community Development Department. Director level review includes applications that staff have determined can be processed at the staff level. Commission level applications are heard by the Planning Commission. The various applications that are subject to planning review are outlined in Chapter 3 of Article 10 of the Beverly Hills Municipal Code.

GENERAL REQUIREMENTS

General public notice requirements are outlined in the tables in this section. Tables are organized by the type of review (Planning, Design, Architectural, Cultural Heritage) and the level of review (Director Level or Commission Level). Please refer to Beverly Hills Municipal Code Section 10-3-2.5 for further clarification.

Public Notice Requirements for Development Applications		On-site Posted Notice	Newspaper Notice	Mailed Notice
Planning Review				
<p>Director Level review includes applications that staff that the PC have determined can be processed at the staff level. Commission level applications will be heard by the Planning Commission. Applications include:</p> <p><u>Amendment (General Plan, Streets Master Plan, Specific Plan, Zone Text, Zoning Code)</u> <u>Conditional Use Permit</u> <u>Common Interest Development*</u> <u>Density Bonus Permit</u> Development Plan Review <u>Extended Hours Permit</u> Game Court Fence <u>Game Court Location</u> In-Lieu Parking Large Family Daycare Permit* Lot Line Adjustment <u>Maps: Tentative and Parcel</u> Minor Accommodation Open Air Dining Overnight Stay Permit Planning Development Review Reasonable Accommodation* Resolution of Public Convenience and Necessity* R1: Hillside, Central and Trousdale R4 Permit Second Unit Use Permit <u>Specific Plan</u> Tree Removal Permit* <u>Variance</u> View Restoration*</p> <p><u>Underlined Applications are reviewed at the Commission/Council level only</u> *Special noticing requirements apply, See BHMC 10-3-253(B)</p>	Director Level	Yes	No	<p>Hillside & Trousdale: 300 ft. radius</p> <p>Central Area: 100 ft. radius + block-face</p>
	Commission Level	Yes	<p>Amendments (General Plan, Streets Master Plan, Specific Plan, Zone Text, Zoning Code), Conditional Use Permits, Maps (Tentative and Parcel) Specific Plan Variance</p>	<p>Hillside & Trousdale: 500 ft. radius</p> <p>Central Area: 300 ft. radius + block-face</p>

GENERAL REQUIREMENTS

Public Notice Requirements for Development Applications		On-site Posted Notice	Newspaper Notice	Mailed Notice
Architectural Review				
<p>Director level projects can be processed administratively and include: minor landscape approvals, some commercial signs, and minor exterior changes to multi-family and commercial buildings (paint color changes, replacing like for like elements). These permits are generally processed at the planning counter.</p> <p>Commission level projects must be reviewed by the City's Architectural Commission (AC) and include: sign accommodations, most commercial signs, facade remodels for commercial and multifamily buildings, new construction of commercial and multifamily buildings, and landscaping for commercial and multifamily projects.</p>	Director	None	None	None
	Commission	Only projects in Multi-Family Residential Zones	None	Owner/ Applicant
Cultural Heritage Review				
<p>Director level projects can be processed administratively and include Certificate of Review for District Non-Contributor.</p> <p>Commission level applications include projects that are reviewed by the City's Cultural Heritage Commission (CHC). The CHC recommends to the City Council on Landmark or Historic Designation* nominations and Mills Act Contracts. The CHC acts on Certificates of Appropriateness* and Director's Determination of Ineligibility.</p> <p>*special noticing requirements apply, see Special Noticing Requirements Table found in the Beverly Hills Municipal Code Section 10-3-2.5</p>	Director	None	None	Owner/ Applicant
	Commission	None	None	Owner/ Applicant
Design Review				
<p>Director level projects can be processed administratively and include single family home remodels and new homes in the Central area of the City that are determined to be "Track 1".</p> <p>Commission level applications include projects that are reviewed by the City's Design Review Commission (DRC) including Single Family Home facade remodels and new homes in the Central Area of the City that are determined to be "Track 2"</p>	Director	None	None	Owner/ Applicant
	Commission	Yes	None	Central Area: 100 ft. radius + blockface

MAILED NOTICES

Most planning applications require mailed notices be sent to property owners and occupants near the subject property. Please refer to the table on pages 3 and 4 to determine the planning applications that require a mailed notice.

City staff will write and mail the public notices once the mailing information has been provided by the applicant (see grey box below).

APPLICATION REQUIREMENTS

If a planning application requires mailed noticing, the following must be provided to City Staff at the time of application submittal:

- Two copies of a map indicating each parcel of land and land use receiving a mailed notice. This may be prepared by the applicant or by a mapping company (see page 14).
- 3 sets of gummed mailing labels of properties to receive notice as determined by LA County Assessor's data and visual site inspections. These labels may be prepared by the applicant or a mapping company.
- Signed affidavit verifying that the mailing list submitted to the City includes all property owners and occupants within the required mailing area.

WHEN IS A MAILED NOTICE REQUIRED?

Director Level Review applications require the mailing of a notice of Application/Pending Action and a notice of decision. Commission Level review applications require the mailing of a notice of public hearing.

WHEN SHOULD THE NOTICE BE MAILED?

Notices of Application/Pending Action and Notices of Public Hearing will be mailed by City staff at least ten days prior to any action or hearing by the review authority. Notices of Action shall be mailed within five days of the issuance of a decision by the review authority.

WHO SHOULD RECEIVE A MAILED NOTICE?

A notice must be mailed to:

- +Owners and occupants of the properties that are required to receive notice including multifamily properties. The owners list must be obtained from the most current LA County Tax Assessor's Roll.
- +The applicant, owner and occupant of subject property
- +Any person or group who has filed a written request for notice regarding the specific application

The mailing radii for each planning application is provided in the table on pages 3 and 4 of these guidelines.

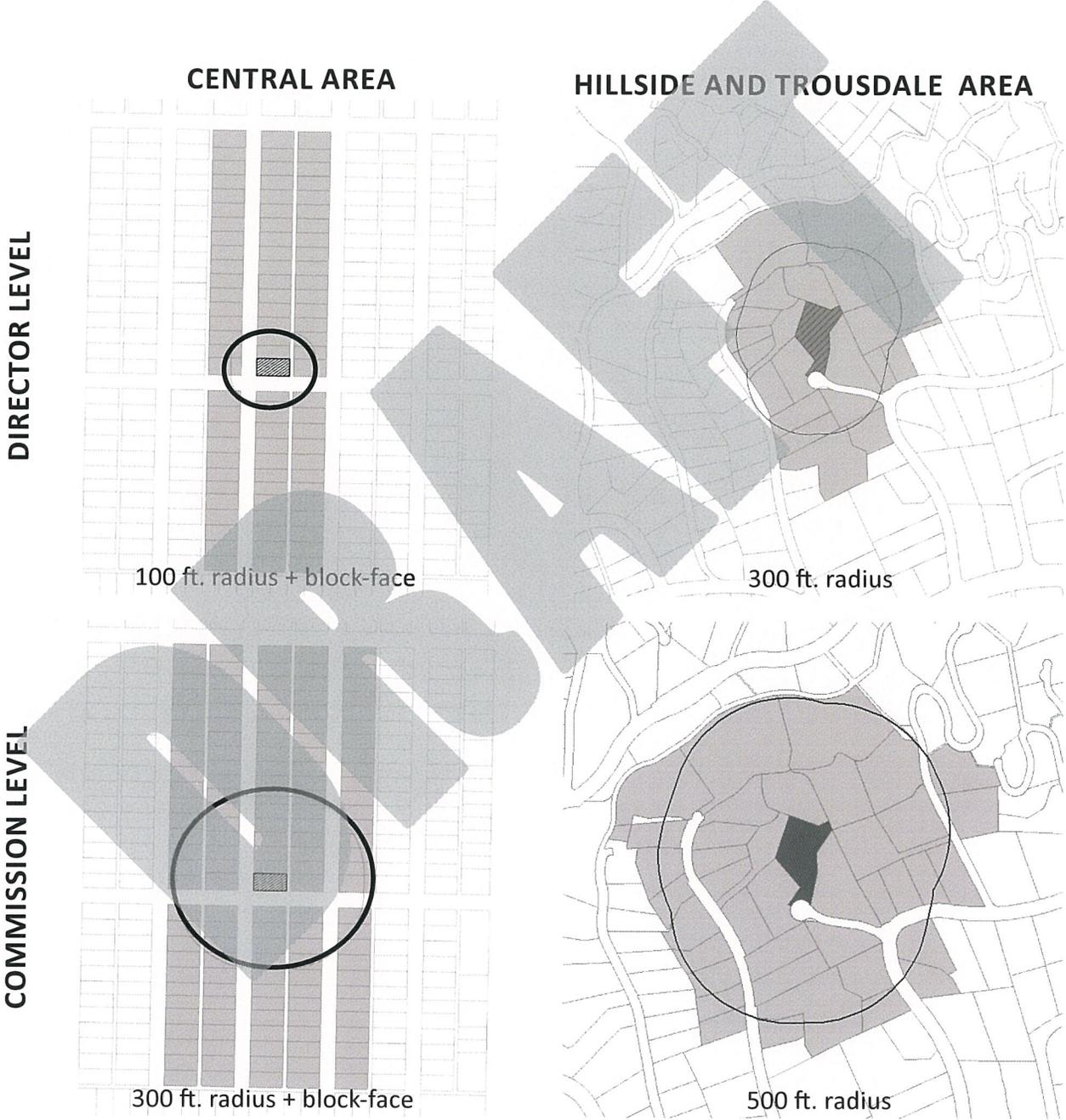
WHAT DOES THE MAILED NOTICE SAY?

Each mailed notice shall contain the following information:

- +Address of subject property
- +Description of application
- +Time/date of hearing (if applicable)
- +Information on appeal
- +Contact information for planner

NOTICING RADII

Recipients of mailed notices are determined by measuring a radius from the applicant's property. In addition to a standard radius, properties in the Central Area of the City are also required to mail notices to properties located along the block-face if any part of the block falls within the radius. Please see below for examples of mailing areas for Director and Commission Level Planning Review cases.



ON-SITE POSTED NOTICES

GENERAL REQUIREMENTS FOR ON-SITE POSTED NOTICES

Many Commission Level applications and some Director Level applications require on-site posted notices. On-site posted notices are placed on the subject property for a period of time to notify others in the neighborhood of a pending application or upcoming public hearing. It is the responsibility of the applicant to prepare and post the notice, and provide proof of posting to City staff. The posted notice requirements vary depending on whether the application is for a project on a commercial or residential property and the process for posting varies based on the type of review required for an application.

Please refer to the following pages for more information on on-site posted notices:

On-site posted notice for commercial property: Page 8

Posted notice for residential property: Page 9

POSTING REQUIREMENTS

If an application requires on-site posting the following requirements must be met:

- POSTING TIME:** All on-site posted notices must be posted at least ten days prior to a public hearing or decision on the application.
- AFFIDAVIT:** The applicant shall submit an affidavit within five days of posting the sign on the project site to verify that the sign is posted in compliance with City requirements. The affidavit can be found on the City's website at www.beverlyhills.org/publicnotice.
- PHOTOGRAPHS:** The applicant shall submit two photographs to the City. One photograph should clearly show the contents of the posted notice. The other shall show the notice posted on the property in manner and location that conforms with all requirements.
- REMOVAL:** The applicant is responsible for the removal of the posted notice. Each notice shall be removed at the end of the appeal period for the application being noticed. Failure to remove posted notices may result in a fine.

Failure to comply with the requirements above could result in a delay in application processing. More detailed requirements for commercial and residential posted notices are presented on page 8, 9 and 10 of these guidelines.

ON-SITE POSTED NOTICES

COMMERCIAL PROPERTIES

On-site posted notices for commercial properties may be printed on standard white paper. Most applications that require posted notices on commercial properties contain a template that may be completed by the applicant and posted on the property. Templates for on-site posted notices for commercial properties can be found here: www.beverlyhills.org/PublicNotice

LOCATION: The Notice shall be posted in a conspicuous location on the subject property. The preferred location is in a window facing the public right of way. If this is not possible, the sign may be affixed to the exterior of a building in a professional looking manner.

CONTENT: Contents of the posted notice shall conform to the requirements set forth by State Law and City regulations. Signs are created by the Planning Division and templates are provided on the City's website here: www.beverlyhills.org/PublicNotice

TIME: Posted at least ten days prior to hearing or decision

MATERIAL: White Paper

SIZE: 11 inches by 17 inches

PROCEDURE: The following procedures shall be followed for site posting:



NOTICE

Intent to file for an Open Air Dining Permit

This is to give notice of the intent of the owner of this business to seek an open air dining permit for:

- Seating of up to 8 chairs
- Seating for more than 8 chairs
- Permanent railing enclosure

The application will be submitted to the Department of Community Development - Planning at 455 North Rexford Drive, Room G-40, Beverly Hills, California 90210.

Signature of Applicant _____ Date _____

Name of Applicant (Please Print) _____

For more information: (310) 285-1123, www.beverlyhills.org/planning

EXAMPLE COMMERCIAL ON-SITE NOTICE

ON-SITE POSTED NOTICES

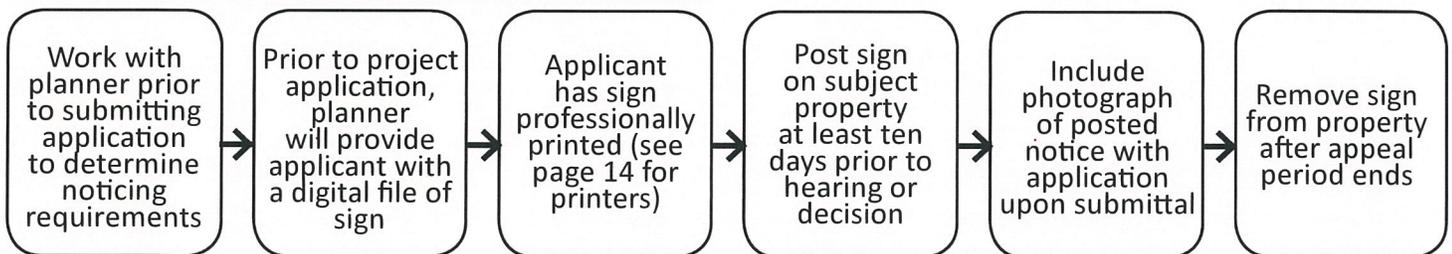
RESIDENTIAL PROPERTIES

- SIZE:** 18 inches by 24 inches
- LOCATION:** The sign shall be posted within five feet of the front property line.
The bottom edge of the sign shall be no higher than four feet off the ground.
- MATERIAL:** White Coroplast
- CONTENTS:** The sign shall include the following information:
- + General description of action requested
 - + Public hearing date and location
 - + Name and contact information of project planner
 - + Site address
 - + Size and height of proposed building/project
 - + Applicant contact information
 - + Some projects will also require a color rendering of the proposed project
- POSTING:** The sign shall be posted on the property using a heavy duty “H” stake for coroplast signs. These stakes can be obtained at most sign companies or hardware stores. If necessary, the sign may also be neatly affixed to a construction barricade or fence within five feet of the property line.
- PROCEDURE:** The process for posting for residential properties varies depending on whether the application is being considered by the Planning Commission or Design Review Commission. Please see below for more information on posting on residential properties.

PLANNING COMMISSION REVIEW OF RESIDENTIAL PROPERTIES



DESIGN REVIEW OF RESIDENTIAL PROPERTIES



ADDITIONAL REQUIREMENTS

NEWSPAPER NOTICE

Newspaper announcements are required for several planning applications. Please see the table on pages 3 and 4 to identify the applications that require a newspaper notice.

When required, the newspaper notice shall be posted in a newspaper in general circulation in the City at least 10 days in advance of a public hearing.

City Staff will coordinate with the newspapers to arrange the publication of the notice; however, the cost of the publication will be borne by the applicant.

NEIGHBORHOOD OUTREACH

In addition to the mailings, site posting, and newspaper noticing that a project may require, it is recommended that project applicants reach out to neighbors and neighborhood groups as part of the public noticing process. Personally contacting neighboring property owners and occupants can make the application process easier, and ensure that any potential issues are identified before a decision is made on a case.

Applicants may consider conducting outreach via the following methods:

- +Sending letters to neighbors and neighborhood groups
- +Visiting neighbors and discussing the project in person
- +Hosting a small community meeting about the proposed project to answer questions
- +Attending a meeting of a local neighborhood group to introduce and discuss project
- +Creating a project web page

City planning staff is happy to help applicants identify neighborhood groups that may have an interest in an application in order to begin the outreach process.

USING THE INTERNET FOR NOTICING

Some applicants may wish to use the internet to provide the public with information on a planning application. While this may not be in lieu of other types of noticing, the City encourages applicants to provide project information on the internet.

ADDITIONAL REQUIREMENTS

DIRECTOR'S STANDARDS

The City is committed to ensuring that public noticing is efficient and effective, and that community members are informed of potential decisions and public hearings. In addition to the rules and standards outlined in the zoning code and these guidelines, the Director shall also:

- + Provide project information on the City's Website when appropriate
- + Provide application and project information to community and neighborhood groups when appropriate

The Director shall also have the ability to:

- + Require an applicant to include additional information beyond what is specified by State law and the zoning code in public notice materials.
- + Expand noticing requirements for applications as appropriate. This could include expanding the mailed notice radius/area, requiring more on-site posting, or requiring additional newspaper noticing.
- + Require project applicants to hold a community meeting on the application/project.
- + Amend or adjust specific requirements outlined in this Public Notice Guidelines Document when they will increase the efficiency and effectiveness of public noticing to the community.

For more information on any of the requirements outlined in this document please contact the Beverly Hills Planning Division at (310) 285-1141

Public notice information is also provided on the City's website at: www.beverlyhills.org/PublicNotice.

OTHER RULES AND REGULATIONS

The following general rules and standards apply to public noticing for planning applications:

TIME

All public noticing must be completed within the specified time-frame for the application to be considered complete. If noticing is not completed within the specified time-frame review of the application may be delayed. The time frames for mailed, posted and newspaper notices are described in each section in these guidelines.

MULTIPLE APPLICATIONS

If multiple applications are submitted for the same project or site area, the City may issue a single notice for all related applications. Notification for multiple applications for the same project or site area shall conform to the requirements of the application under review with the most extensive requirements.

SPECIAL REQUIREMENTS

The following applications have special noticing requirements that are outlined in Section 10-3-2.5 of the zoning code.

- + Common Interest Development
- + Large Family Daycare Permit
- + Reasonable Accommodation
- + Tree Removal Permit
- + Certificate of Appropriateness
- + Landmark and Historic District Designation
- + Resolution of Public Convenience and Necessity, and
- + View Restoration

These requirements are not addressed in these guidelines. Please refer to Section 10-3-253(B) of the zoning code for more information on these applications and consult a planner with any questions.

STATE LAW

In addition to requirements set forth in the Beverly Hills Municipal Code and these guidelines, all planning applications must be noticed in accordance with state law when applicable.

FAILURE OF PERSON OR ENTITY TO RECEIVE NOTICE

The failure of a person or entity to receive a notice given pursuant to the City's noticing requirements shall not constitute grounds for any court to invalidate the actions for which notice was given.

ADDITIONAL RESOURCES

Below is a list of companies in the area that provide services to applicants that may be helpful in completing the public noticing as required by the City of Beverly Hills. Please note that applicants are not required to use vendors included on this list, and this list is not an endorsement of the services of any of the listed companies. The list is provided solely for information purposes.

MAPPING AND MAILING LABELS

Quality Maps	263 W. Olive Ave., Suite 161 Burbank, CA 9	818-588-7588
Affordable Radius Maps, Inc.	203 Argonne Avenue, Suite 141, Long Beach 90803	562-434-2835
Continental Mapping Service	6325 Van Nuys Blvd. Pacoima, 91331	818-787-1663
Data Pro	datapromapping.com	800-568-7104
Donnal Poppe	17045 Osborne Street, Northridge, 91253	818-998-5454
E.B.E. Associates, Inc.	3125 Andrita Street Los Angeles, 90065	323-550-8335
GC Mapping Service	711 Mission Street, Suite D, South Pasadena, 91030	626-441-1080
Harvey Goodman	834 17th Street, Suite #5, Santa Monica, 90403	310-829-1037
Herron Maps	20756 Seaboard Road, Malibu, 90265	310-317-1515
INTERDESIGN Commercial	417 Arden Avenue, Suite #121A, Glendale, 91203	818-548-9646
JPL Zoning Services, Inc.	6263 Van Nuys Boulevard, Van Nuys, 91401	818-781-0016
More Services	12106 Lambert Avenue, El Monte, 91732	626-350-5944
Nieves and Associates	115 S. Juanita Avenue, Suite A, Redondo Beach, 90277	310-375-5925
Notification Maps	23412 Moulton Parkway, Laguna Hills 92653	866-plan-com
Quality Mapping Service	14549 Archwood Street, Suite 301, Van Nuys, 91405	818-997-7949
R&A Maps	16055 Ventura Boulevard, Suite 725, Encino 91436	818-501-1028
Radius Maps	211 South State College Blvd. Ste. 515, Anaheim 92806	888-272-3487
Sir Speedy Mapping Service	1073 Kendall Drive, San Gabriel, 91775	626-383-5050
Susan W. Case, Inc.	917 Gleneyre Street, Suite 7, Laguna Beach, 92651	949-494-6105
The Trouble Shooter	22225 Leadwell Street, Canoga Park, 91303	
T-Square Mapping Services	969 S. Raymond Avenue, Pasadena, 91105	626-403-1803
Vertical Aeronautics, Intl.	6221 Hesperia Avenue, Encino, 91316	818-996-0345

SIGN PRINTING

Los Angeles Signs 4442 West Sunset Blvd., Los Angeles, 90027 (323) 665-6365 lasigns.com	D'ziner Sign 801 Seward Street, Los Angeles 90038 (323) 467-4467 dzinersign.com
The Sign Studio 831 N Hollywood Way, Burbank 91505 (818) 843-9200 thesignstudio@sbcglobal.net	LA Prints 437 S. Robertson Blvd., Beverly Hills, 90211 (310) 657-7777 laprints.com
Fed Ex Print & Ship Center 9334 Wilshire Blvd. Beverly Hills 90212 Ph: (310) 271-1258 local.fedex.com	Fed Ex Print & Ship Center 8471 Beverly Blvd. Suite 103, Los Angeles 90048 Ph: (323) 782-6905 local.fedex.com

CITY OF BEVERLY HILLS
COMMUNITY DEVELOPMENT DEPARTMENT

PH: (310) 285-1141
Beverlyhills.org/planning