



City of Beverly Hills

Planning Division

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Planning Commission Report

Meeting Date: April 10, 2014

Subject: Public Notice Requirements

Recommendation: Receive update on comments from the Architectural and Design Review Commissions regarding proposed changes to public noticing requirements for planning applications.

REPORT SUMMARY

This report provides a summary of comments from the Architectural and Design Review Commissions on the proposed changes to public noticing requirements for planning applications.

BACKGROUND

Pursuant to City Council direction, the Planning Commission and staff completed a work item to evaluate potential expansion of public notice requirements for planning applications. The Planning Commission held a study session on May 23, 2013, and a Public Hearing on October 10, 2013, on the topic. At the October 10, 2013, meeting the Planning Commission unanimously voted to recommend that the City Council adopt an ordinance with changes to public notice requirements summarized in the section below. Because several of the proposed changes to the public notice requirements will impact the noticing of applications considered by the City's Design Review Commission and Architectural Commission, staff provided members of these commissions with an opportunity to comment on the proposed changes. These comments will be included in the staff report when this item is considered by City Council. This memo provides the Planning Commission with a summary of the comments provided by the commissions.

Summary of Proposed Changes to Public Notice of Planning Applications

The draft ordinance that the Planning Commission recommended for approval includes the following changes:

- New Code Section. The draft ordinance consolidates all public noticing requirements throughout the zoning code into one new code section.
- Public Notice Guidelines. Staff is developing guidelines to provide additional information on the Department's public noticing requirements. The guidelines are meant to:
 1. Provide the public with a summary of public notice requirements;
 2. Instruct applicants on how to meet the requirements, and;

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3. Outline additional actions, beyond the code requirements, that the City will take to notify the public about applications and projects.
 - Changes in Mailing Requirements. The proposed changes would expand the required mailed notice area from the existing radius to the adjacent block face so all neighbors (property owners and occupants) on a block face will be receiving the same notice where streets are oriented in blocks. Where streets are not oriented in blocks (Hillside and Trousdale Areas), mailed noticing radii are proposed to be expanded to a size that approximates the block-face mailing area that would be required in the Central Area.
 - Changes in On-site Posted Noticing Requirements. On-site posted noticing will be required for:
 - Multi-family Architectural Review cases in residential zones,
 - Commission-level Design Review cases,
 - Director-level Planning Review cases, and
 - Commission-level Planning Review cases.
 - Changes in the Use of Website and Email. The proposed Public Notice Guidelines document includes language expressing the City's intent to use the internet to provide information on projects and applications. Staff will also explore the use of more extensive email noticing and the use of social media to inform the public of pending applications and upcoming meetings.

DISCUSSION

Design Review and Architectural Review Commission Comments

Design Review Commission

Staff attended the Design Review Commission meeting on March 6, 2014. Members of the Commission were generally supportive of the proposed changes and provided the following comments:

- Recommended that the proposed changes do not go into effect for several months to provide the City with enough time to inform applicants of changes and provide staff with time to conduct outreach and produce application materials, and
- Supported inclusion of a project rendering on required posted notices.

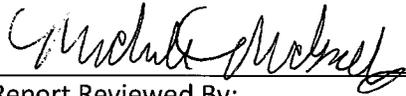
Architectural Commission

Staff attended the Architectural Commission meeting on March 19, 2014. Members of the Commission were generally supportive of the proposed changes and provided the following comments:

- Supported the idea of expanding the mailed notices to the end of block-faces, and
- Suggested that projects on commercial properties considered by the Architectural Commission that are adjacent to residential properties, or within a certain radius of residential properties, also have on-site posted notices, because of potential impacts to residential properties. The draft ordinance considered by the Planning Commission only requires projects in residentially zoned areas considered by the Architectural Commission to be noticed using an on-site posted notice.

NEXT STEPS

The first reading of the proposed ordinance is scheduled for the April 22, 2014 City Council meeting. All comments from the Design Review Commission and Architectural Commission and any additional comments from the Planning Commission will be incorporated into the staff report for consideration by the City Council.



Report Reviewed By:

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