



Design Review Commission Report

Meeting Date: Thursday, March 6, 2014

Subject: **Proposed Changes to Public Noticing Requirements for Planning Applications**
A report on a draft ordinance proposing changes to public noticing requirements for planning applications including changes to public noticing requirements for design review applications.

Recommendation: Discuss proposed changes to the public noticing requirements for planning applications.

REPORT SUMMARY

This report summarizes proposed changes to public noticing of planning applications. These changes were developed by the Planning Commission and staff pursuant to direction by the City Council to evaluate the expansion of public noticing. Key changes proposed include expanding mailed notice areas, requiring more on-site posted notices, and standardizing and clarifying noticing requirements. Specific changes that will impact design review cases are highlighted throughout the report. Design Review Commission comments will be incorporated into staff's report to the City Council, anticipated in April.

BACKGROUND

Noticing requirements in the zoning code are intended to ensure that community members are informed of upcoming land use and permit decisions in the City. City Council members, community members, and staff have expressed a desire to comprehensively review noticing requirements and have raised the following concerns:

- Notice requirements are incorporated throughout the zoning code, which can make it difficult to determine the proper noticing for an application;
- There is a lack of consistency in noticing requirements;
- When mailed notices are received, some properties on a block receive mailed notices and some do not;
- There is a need for more extensive use of on-site posted notices, and;
- The City currently does not have policies or regulations on the use of the website, social media, or email to notice the public.

Attachment(s):

- A. Proposed Public Notice Requirements Chart
- B. Draft Public Notice Guidelines

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Design Review Commission Report

455 North Rexford Drive

March 6, 2014

On May 23, 2013, the Planning Commission held a study session to review current requirements and agreed upon the following recommendations:

- Consolidate notice requirements into one code section;
- Expand mailed and posted noticing;
- Standardize mailing distances, recipients, and time periods for mailed notices;
- Standardize requirements for posted notices;
- Create Public Notice Guidelines to complement the code, outline specific requirements for public noticing, and include policies for online noticing, and;
- Balance the need for expanded noticing with the potential for “noticing fatigue”.

On October 10, 2014, staff returned to the Planning Commission with a Draft Ordinance incorporating the comments from the study session. The Planning Commission unanimously recommended the proposed ordinance to the City Council.

DISCUSSION

The key elements of the draft ordinance are summarized for the Design Review Commission in this section, with a focus on changes that will impact design review applications.

New Code Section

The draft ordinance consolidates all public noticing requirements throughout the zoning code into one new code section (BHMC 10-3-253). Language in the public notice code section will specifically address contents of notices, required recipients, noticing for appeals and revocations, and other pertinent details. Attachment A provides a summary of the public notice requirements for planning applications. The draft code language references the new Public Notice Guidelines (A draft of this document is included as Attachment B) that provide more direction to applicants on fulfilling the noticing requirements.

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;
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 City’s requirements for mailed notices regulate when a notice must be mailed and to whom the notice must be mailed. Current regulations require most notices to be sent to properties within a 100-, 300-, or 500- foot radius from the subject property, depending on the type and level of review required for a planning application.



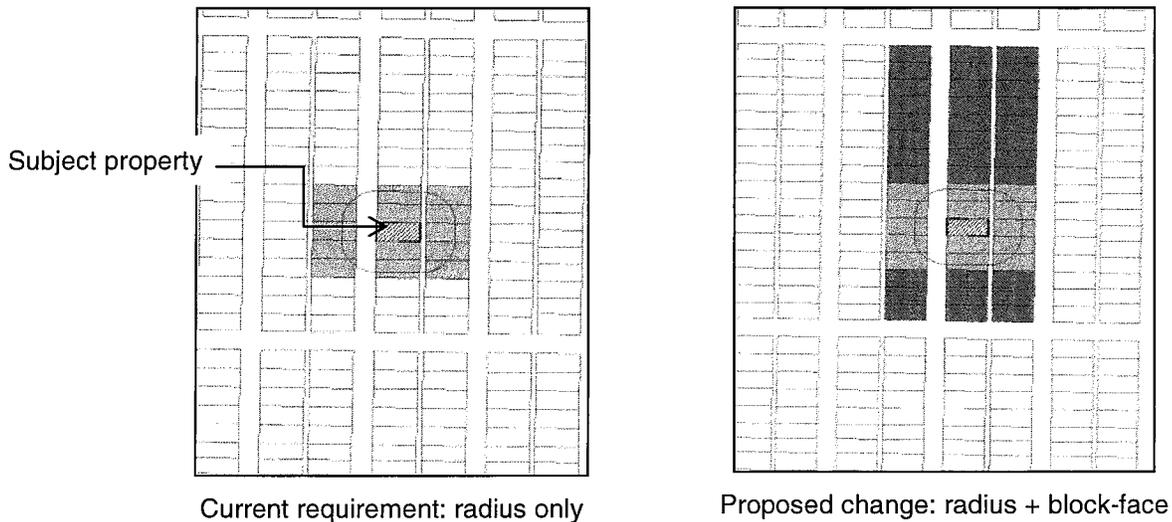
In order to address concerns that there is a lack of consistency in noticing requirements, mailed noticing requirements have been standardized for nearly all applications¹. Additionally, the proposed changes would require mailed notices to be sent to property owners and occupants within the required mailing radius as well as any property on the block face of a block that is intersected by the radius in the Central Area of the City (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. All mailings will be sent by first class mail to property owners and occupants within the mailing area. More information on mailed noticing requirements can be found in Attachment A.

Changes to Mailing Requirements for Design Review applications

Previously, Commission-level Design Review cases required mailed noticing to property owners within a 100-foot radius from the subject property. As described above, the proposed ordinance expands the noticing area to include all properties on any block face that is intersected by the radius.

The illustrations in Figure 1 depict an example of the current and proposed mailed notice area for Commission-level Design Review applications. On the left is the current standard, which requires the applicant to send notices to the properties that fall within the 100-foot radius surrounding the subject property. The image on the right depicts the proposed requirement, mailing to a 100-foot radius as well as all properties located on a block face that contains a property that is intersected by the radius. The shaded properties in the images represent properties that would receive a mailed notice under the current and proposed regulations.

Figure 1. Mailing Area for Commission-level Design Review Case



¹ There are several applications that require different notice requirements due to State regulations on public notices that supersede local regulations, such as: Common Interest Developments, Large Family Daycare Permits, Reasonable Accommodation, Resolution of Public Convenience and Necessity, and Tree Removal Permits. There are no proposed changes to these applications at this time.



Changes in On-site Posted Noticing Requirements

On-site posted notices are currently required for certain Planning Applications and commission level Design Review applications including:

- R-4 Permits;
- Minor Accommodations;
- Notice of Overnight Stay;
- Second Unit Permits;
- Open Air Dining Permits; and,
- Design Review (Commission-level).

For these permits, the site must be posted three days after an application is deemed complete, and the notice must be posted for at least ten days before a decision can be rendered. There are few regulations in the current code that outline specifics of the notice to be posted.

The Planning Commission expressed a desire to see more on-site posting of public notices to provide more information to community members and interested parties who may not receive a mailed notice about an application. Based on Planning Commission input, proposed code changes include requiring on-site posting for the following applications:

- Multi-family Architectural Review cases in residential zones,
- Commission-level Design Review cases,
- Director-level Planning Review cases, and
- Commission-level Planning Review cases.

Specific requirements pertaining to the size, design, content and location of posted signs are outlined in the proposed Public Notice Guidelines. Postings for projects that involve significant physical changes to a property (such as Design Review) would include renderings of the proposed changes.

Changes in posted notice requirements for Design Review applications

Commission level Design Review cases currently require an applicant to post an 8.5"x11" "intent to file" notice on the property prior to filing an application with the Planning Division. The proposed changes would require applicants to post an 18"x24" professionally printed coroplast sign on the property, similar to the example shown in Figure 2 on the following page. The property would be posted at least 10 days prior to the Design Review Commission meeting on the application, and would be removed after the appeal period.

Posted notices will contain information about the application, contact information for the project planner, a public hearing date and time and a rendering of the proposed project. The posted notices would be required to be placed on the property for at least ten days before a decision is made and removed within ten days after the appeal deadline.



Figure 2.



NOTICE OF PENDING DESIGN REVIEW PERMIT

The owner of this property intends to seek a Design Review Permit for the construction of a new two-story single-family residence

<p>Public Hearing : October 12, 2014 at 1:30 PM</p> <p>Location of Hearing: Room 280A 455 N. Rexford Drive, Beverly Hills, CA 90210</p> <p>For more information & to submit comments: Jane Smith, Associate Planner (310) 285-1191 jsmith@beverlyhills.org www.beverlyhills.org/planning</p> <p>Scan here with your smartphone: </p>	<p>Proposed Project</p>  <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 40%;">Site Address:</td> <td>123 Rodeo Drive</td> </tr> <tr> <td>Height:</td> <td>30'-8"</td> </tr> <tr> <td>Size:</td> <td>3,952 square feet</td> </tr> <tr> <td>Applicant:</td> <td>John Doe</td> </tr> </table>	Site Address:	123 Rodeo Drive	Height:	30'-8"	Size:	3,952 square feet	Applicant:	John Doe
Site Address:	123 Rodeo Drive								
Height:	30'-8"								
Size:	3,952 square feet								
Applicant:	John Doe								

Changes in Newspaper Notices

The City’s code currently requires newspaper announcements for Amendments, Variances, Conditional Use Permits, and Tentative Maps, which is consistent with State law. The notices must be published in a local newspaper once, at least ten days prior to the hearing. City policy has been to publish notices in the two local newspapers. During the study session and public hearing the Planning Commission determined that current newspaper notices are sufficient and the proposed ordinance does not change the requirements for newspaper noticing at this time.

Changes in the Use of Website and Email

Currently, the code does not address the use of the City website or email for public noticing. As part of the effort to expand public noticing, the Public Notice Guidelines document includes language about the use of 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. Policies governing the use of these technologies for noticing will be incorporated into the Public Notice Guidelines as they are developed.

PUBLIC OUTREACH AND NOTIFICATION

The October 10, 2013 Planning Commission public hearing was noticed in the Beverly Hills Weekly and Beverly Hills Courier. The meeting agendas for all meetings at which this topic was discussed were posted at City Hall, the Library, and Civic Center Parking Garage, in addition to the City’s website.



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March 6, 2014

Attachment A

Proposed Public Notice Requirements Chart

Public Notice Requirements for Development Applications	On-Site Posted Notice 10- Day	Newspaper Notice 10-Day	Mailed Notice 10-Day	
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>	Director	None	None	None
<p>Commission level projects must be reviewed by the City’s Architectural Commission (AC) and include: sign accommodations, most commercial signs, façade remodels for commercial and multifamily buildings, new construction of commercial and multifamily buildings, and landscaping for commercial and multifamily projects.</p>	Commission	Only projects in Multi-Family Residential Zones	None	None
Cultural Heritage				
<p>Director level projects can be processed administratively and include Certificate of Review for District Non-Contributor and Director’s Determination of Ineligibility.</p>	Director	None	None	None
<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 District Designation* nominations and Mills Act Contracts. The CHC acts on Certificates of Appropriateness for Designated Landmarks and Contributing Properties*.</p> <p>* Special noticing requirements apply, See Table 10-3-253 (B)</p>	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>	Director	None	None	Owner/Applicant
<p>Commission level applications include projects that are reviewed by the City’s Design Review Commission (DRC) including Single Family Home façade remodels and New homes in the Central area of the City that are determined to be “Track 2”.</p>	Commission	Yes	None	Central Area: 100 ft. radius + block-face

Public Notice Requirements for Development Applications	On-Site Posted Notice 10- Day	Newspaper Notice 10-Day	Mailed Notice 10-Day	
Planning Review				
<p>Director Level includes applications that can be reviewed and approved by staff. Commission/Council, however many of the applications may be referred to the Planning Commission Level applications are reviewed and approved by the Planning Commission or City Council. Applications include:</p> <ul style="list-style-type: none"> • <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 • Planned 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><u>Underlined Applications are reviewed at the Commission/Council level only</u> *Special noticing requirements apply, See 10-3-253(B)</p>	Director Level	Yes	None	<p>Hillside & Trousdale: 300 ft. radius</p> <p>Central Area: 100 ft. radius + block-face</p>
	Commission/Council Level	Yes	<p>Amendments (General Plan, Streets Master Plan, Specific Plan, Zone Text, Zoning Code)</p> <p>Conditional Maps (Tentative, and Parcel)</p> <p>Specific Plan Use Permit Variance</p>	<p>Hillside & Trousdale: 500 ft. radius</p> <p>Central Area: 300 ft. radius + block-face</p>



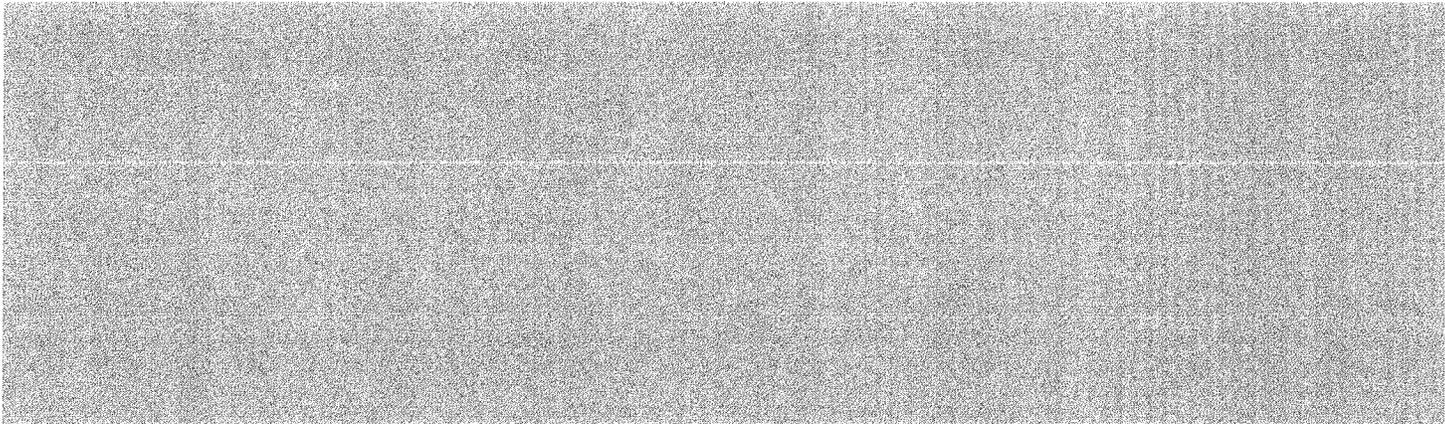
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Attachment B

Draft Public Notice Guidelines



CITY OF BEVERLY HILLS
COMMUNITY DEVELOPMENT DEPARTMENT
DIRECTOR'S GUIDELINES

PUBLIC NOTICE

REQUIREMENTS FOR PLANNING APPLICATIONS

DRAFTING



DRAFT

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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.

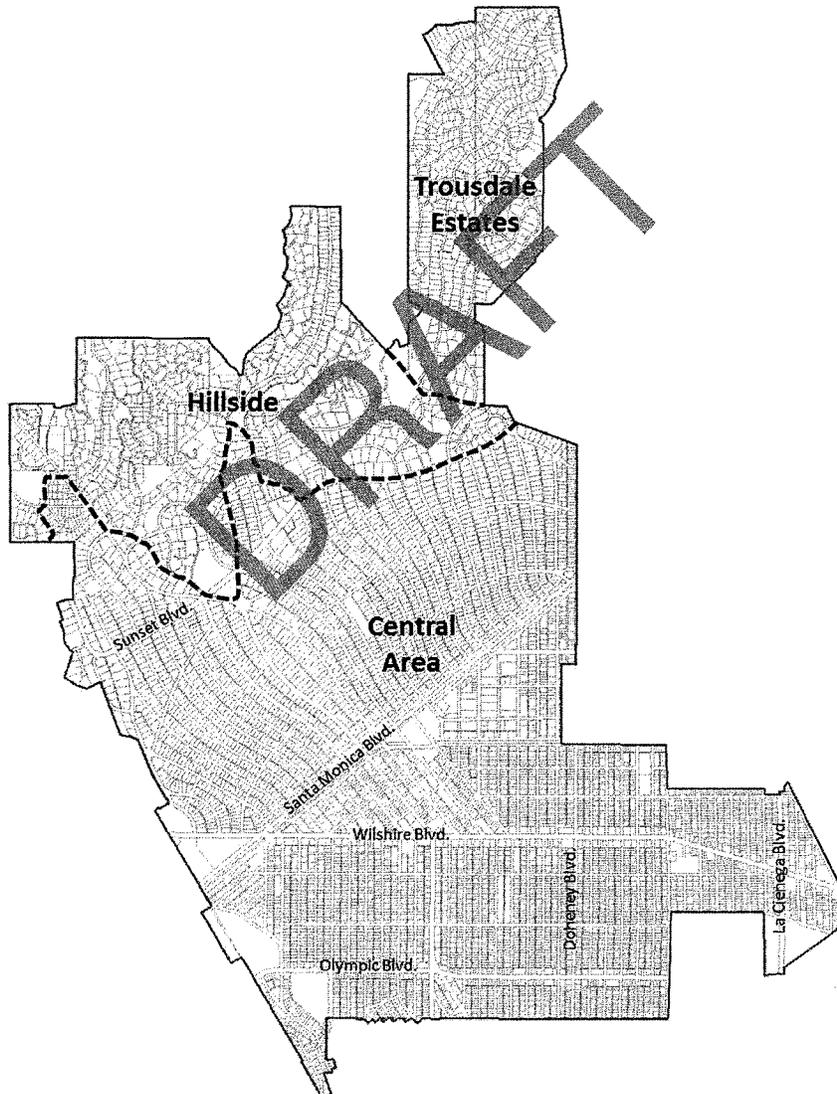
INTRODUCTION

PUBLIC NOTICING REQUIREMENTS

Public noticing requirements are meant to ensure that the community is aware of land use applications or development projects that are proposed in the City. 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.



INTRODUCTION

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 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, determinations of ineligibility. The Cultural Heritage Commission 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. 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 that the PC have determined can be processed at the staff level. Commission level applications will be 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 the 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> <ul style="list-style-type: none"> <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><u>Underlined Applications are reviewed at the Commission/Council level only</u></p> <p>*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),</p> <p>Conditional Use Permits,</p> <p>Maps (Tentative and Parcel)</p> <p>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	
	Commission	Only projects in Multi-Family Residential Zones	None	Central Area: 100 ft. radius + blockface
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><small>*special noticing requirements apply, see Special Noticing Requirements Table found in the Beverly Hills Municipal Code Section 10-3-2.5</small></p>	Director	None	None	Owner/ Applicant
	Commission	None	None	None
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	None	None	None

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 5 and 6 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 shall be mailed at least ten days prior to such 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?

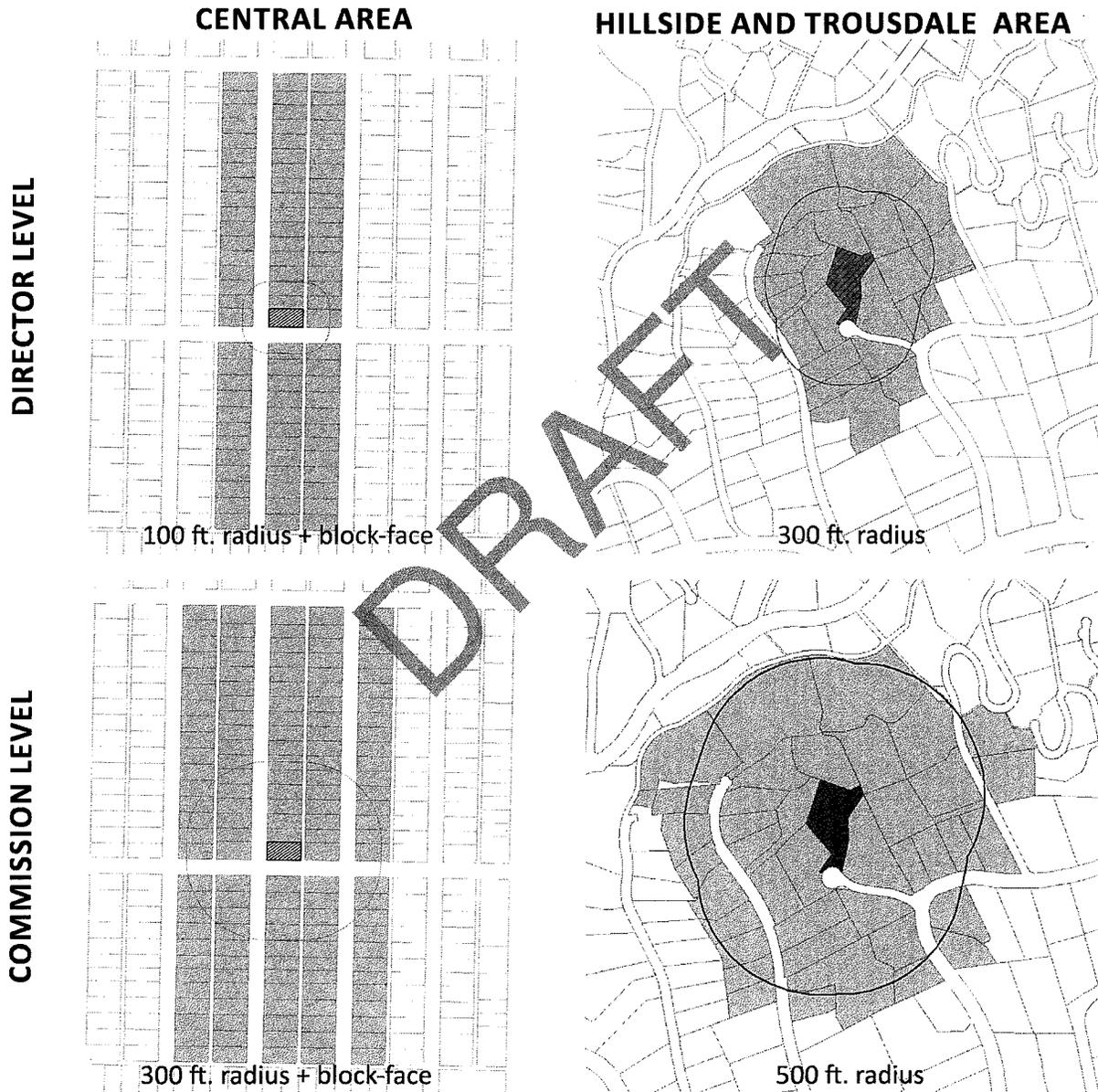
Each mailed notice shall contain the following information:

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

City staff will write the mailed notice and complete the mailing once the application has been deemed complete.

NOTICING RADII

Recipients of mailed notices are determined by measuring a radius from the applicants 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 Level Planning Review cases.



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.

APPLICATION 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 9, 10 and 11 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: 8.5 inches by 11 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

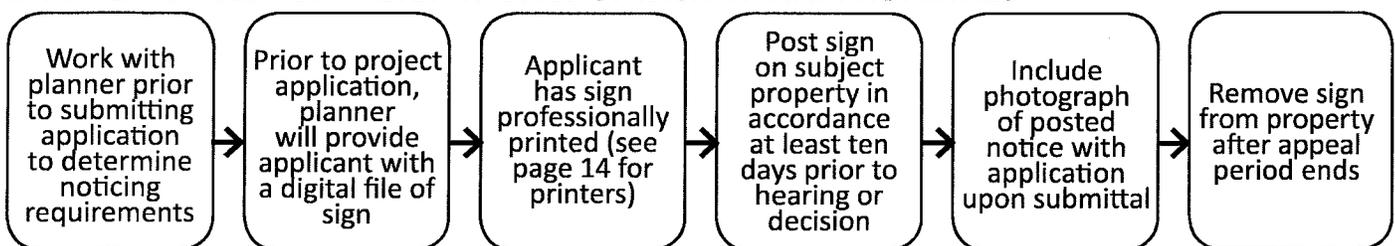
RESIDENTIAL PROPERTIES

- SIZE:** 24 inches by 18 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.

ON-SITE NOTICES FOR PLANNING COMMISSION REVIEW OF RESIDENTIAL PROPERTIES



ON-SITE NOTICES FOR DESIGN REVIEW OF RESIDENTIAL PROPERTIES



ON-SITE POSTED NOTICES

SAMPLE ON-SITE POSTED NOTICE FOR RESIDENTIAL PROPERTY

Type of permit being requested 24" Brief description of project



**NOTICE OF PENDING
DESIGN REVIEW PERMIT**

The owner of this property intends to seek a Design Review Permit for the construction of a new two-story single-family residence

Proposed Project



Public Hearing :	October 12, 2014 at 1:30 PM
Location of Hearing:	Room 280A 455 N. Rexford Drive, Beverly Hills, CA 90210
For more information & to submit comments:	Jane Smith, Associate Planner (310) 285-1191 jsmith@beverlyhills.org www.beverlyhills.org/planning
Scan here with your smartphone:	

Contact information for project
planner

Project specifics

Rendering of proposed
project if applicable

18"

The sign shall conform to the example on-site posted notice shown above. It should not contain handwritten information, except for the date of the hearing.

ADDITIONAL REQUIREMENTS

NEWSPAPER NOTICE

Newspaper announcements are required for a 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 newspapers in general circulation in the City at least 10 days in advance of a public hearing or decision by the Director.

City Staff will coordinate with the newspapers to arrange the publication of the notice.

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 done 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 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.

DRAFT

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

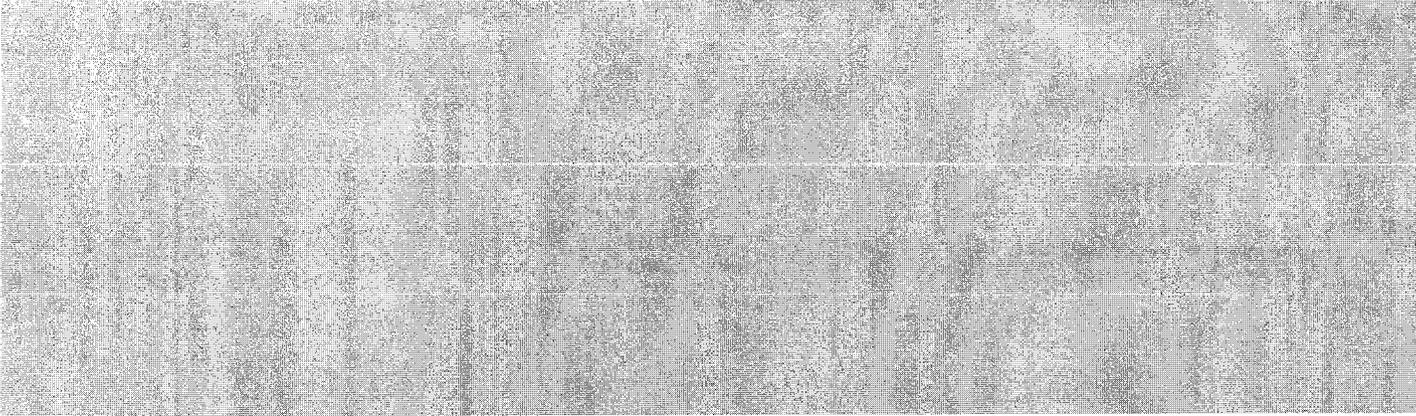
Below is a list of companies in the area that provide services to applicants that may be helpful in completing the public noticing as required by the City of Beverly Hills. Please note that applicants are not required to use vendors included on this list, and this list is not an endorsement of the services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

