

PRECISE DEVELOPMENT PLAN

CITY OF HERMOSA BEACH

1. SUBMIT PROJECT TO THE COMMUNITY DEVELOPMENT DEPARTMENT, PLANNING DIVISION

A Precise Development Plan (PDP) is required prior to the construction of any project except:

- a) The construction or remodel of single-family dwellings
- b) Additions or remodels of less than 1,500 square feet in any zone

The following items must be submitted to the Community Development Department, Planning Division, before any application for a Precise Development Plan will be accepted:

1. **Five (5) full size set of plans to scale; plans shall not exceed 24"x36"; collated, stapled and folded to approximately 8 ½" x 14".** The plans shall include the following:
 - a. **Lot Survey** showing all existing improvements, including adjacent sidewalk, curb, street improvements, with property corner and adjacent property elevations. Survey must be stamped and signed by a Civil Engineer or licensed Land Surveyor.
 - b. **Site plan/parking plan** shall clearly identify and dimension lot size, property corner elevations, building dimensions, setbacks, parking space dimension, turning radii. The site plans shall also show existing curb cuts and existing on-street parking, existing and finished elevations and adjacent elevations, and grading plans for projects on sloping lots.
 - c. **Floor plans/roof plan/cross-section** shall include identification and dimensions of all rooms, garages, and open space areas, i.e., decks and balconies, and a longitudinal cross-section of all existing and proposed structures.
 - d. **Elevations** providing views of all sides of all proposed structures, and showing and identifying all types of exterior architectural materials to be used, e.g., glass block, tile roofing, wood siding, stucco, etc.
 - e. **Colored Architectural Rendering.** A street view perspective showing the three-dimensional qualities of the proposed development.
 - f. **Landscape plans** identifying type, size, and quantity of plants to be utilized and identifying existing trees of over 6" in diameter. Existing trees shall be saved where possible or compensated with an equivalent size tree elsewhere on the site. All landscaped area shall be provided with an automatic irrigation system. Plans must be consistent with Municipal Code Chapters 8.56 and 8.121.
2. **Eleven (11) sets of 11" x 17" plans to scale; collated, stapled and folded to 8 ½" x 11" to be submitted one week before the meeting. Plans shall include all required items listed above (Items 1a to 1f).**
3. One set of electronic plans will be required a week before the hearing. These plans will be placed online for review by the general public.
4. Completed Master Application form.
5. Completed Environmental Information Form, required for CEQA non-exempt project.

6. Staff reports, meeting agendas and documents related to City decision on your project will be emailed to you. Please provide correct email addresses.
7. Payment of fees --

a. Project EXEMPT from California Environmental Quality Act (CEQA):

Residential		Non-Residential	
a. Precise Development Plan (PDP)	\$4,715	a. Precise Development Plan (PDP)	\$4,960
b. 300' Radius Noticing	\$755	b. 500' Radius Noticing	\$1,255
c. Legal Ad	\$95	c. Legal Ad	\$95
d. Public Notice Poster	\$170	d. Public Notice Poster	\$170
e. Categorical Exemption	\$175	e. Categorical Exemption	\$175
f. Records Technology	\$414	f. Records Technology	\$466
Total		Total	
\$6,324		\$7,121	
a. Precise Development Plan (PDP)	\$4,000	a. Precise Development Plan (PDP)	\$4,000
b. 300' Radius Noticing	\$755	b. 500' Radius Noticing	\$1,255
c. Legal Ad	\$95	c. Legal Ad	\$95
d. Public Notice Poster	\$170	d. Public Notice Poster	\$170
e. Categorical Exemption	\$175	e. Categorical Exemption	\$175
f. Records Technology	\$364	f. Records Technology	\$399
Total		Total	
\$5,559		\$6,094	
g. Notice of Exemption filing fee: \$75 (Payable to "L.A. County Clerk" with check date open)			

b. Project NON-EXEMPT from California Environmental Quality Act (CEQA):

Residential		Non-Residential	
a. Precise Development Plan	\$4,715	a. Precise Development Plan	\$4,960
b. 300' Radius Noticing	\$755	b. 500' Radius Noticing	\$1,255
c. Legal Ad	\$95	c. Legal Ad	\$95
d. Public Notice Poster	\$170	d. Public Notice Poster	\$170
e. Negative Declaration	\$3,175	e. Negative Declaration	\$3,175
f. Records Technology	\$624	f. Records Technology	\$676
Total		Total	
\$9,534		\$10,331	
a. PDP Amendment	\$4,000	a. PDP Amendment	\$4,000
b. 300' Radius Noticing	\$755	b. 500' Radius Noticing	\$1,255
c. Legal Ad	\$95	c. Legal Ad	\$95
d. Public Notice Poster	\$170	d. Public Notice Poster	\$170
e. Negative Declaration	\$3,175	e. Negative Declaration	\$3,175
f. Records Technology	\$574	f. Records Technology	\$609
Total		Total	
\$8,769		\$9,304	
g. Fish & Game filing fee: Per State fee; payable to "L.A. County Clerk" with check date open			

- c. Concurrent applications filed at same time: 100% of highest fee, plus 50% of second highest fee, plus 25% of additional application fees. Public noticing, CEQA and other fees are charged once unless otherwise required. Other fees may be required during the application process per the adopted Fee Schedule.**

Only complete applications will be accepted. The Planning Division reserves the right to reject any application based on insufficient information or to request additional information for 30 days after the submittal.

2. INTER-DEPARTMENT REVIEW

Plans will be distributed to the following City departments for a 2-week preliminary review and comment immediately following submittal:

- A. **Building Division** reviews for compliance with building and safety codes, and any noted conflicts with zoning codes;
- B. **Public Works Department** reviews for impact on public utilities, use of right-of-ways, traffic impacts, drainage impacts and to indicate any necessary upgrades or improvements to public facilities; and, also for compliance with applicable municipal codes;
- C. **Fire Department** reviews for compliance with fire safety codes, and for any obstruction for accommodating emergency services;
- D. **Planning Division** reviews for overall design, and compliance with zoning codes and planning requirements.

3. STAFF ENVIRONMENTAL REVIEW COMMITTEE (Review Requirements of the California Environmental Quality Act - CEQA)

Upon submittal of the application the project will be scheduled for a Staff Environmental Review Meeting - **at least 4 weeks from the submittal date.**

Some projects, depending on their size and impact of the proposed uses, are considered categorically exempt from CEQA requirements and therefore, do not require Environmental Review, and will be immediately scheduled for a Planning Commission hearing - **at least 6 weeks from the submittal date.**

All other projects are subject to CEQA and the Staff Environmental Review Committee will determine any potential environmental impacts associated with the project. If it is determined that the project would result in a significant impact on the environment the applicant may be required to prepare additional studies, and in some cases an Environmental Impact Report. Alternatively, the Committee may determine that the project will not have a significant impact on the environment and will recommend the adoption of a Negative Declaration, or a mitigated Negative Declaration in which mitigation measures are included to address any identified impacts.

A representative of the project shall be in attendance at the meeting to answer any questions associated with the project.

The Planning Division will give the applicant a Public Notice poster which must be displayed at the site a minimum of 10 days before the Staff Environmental Review meeting.

After the Staff Environmental Review Committee meeting, if revisions are necessary, the applicant must submit ten (10) additional sets of 11"x17" plans and one additional full size set of plans, both to scale, to the Planning Division. Immediately after the determination of the Committee, or, upon submittal of revised plans if necessary, a Public Hearing will be scheduled before the Planning Commission in at least four (4) weeks.

4. PLANNING COMMISSION

Upon submittal of an application not requiring environmental review the request will be scheduled for public hearing by the Planning Commission at least **six (6) weeks from the submittal date.**

The Planning Commission is composed of five citizens appointed by the City Council. The Planning Commission has the authority to approve or deny a Precise Development Plan and may impose conditions to mitigate any potential impacts associated with the project.

The Planning Division will give the applicant a Public Notice poster which must be displayed at the site a minimum of ten days before the meeting of the Planning Commission.

A representative of the project must be at the meeting of the Planning Commission to answer any questions.

A copy of the staff report, with staff recommendation and draft resolution will be available for review at the end of the business day on the Thursday prior to the meeting on the City's web site at www.hermosabch.org.

5. APPEALS

The applicant has ten days from the date of the succeeding City Council meeting (at which they determine whether or not to review the decision of the Planning Commission) to file an appeal of the decision of the Planning Commission or to appeal any conditions set forth in the approved Resolution. All appeals must be filed with the City Clerk. Additional sets of plans may be required with your appeal application.

6. BUILDING PERMITS

No building permits shall be issued for the project until all the Conditions of the approved Resolution are met, as specified, and the California Coastal Commission has approved the plans for all projects that are within the coastal boundaries as applicable.

7. NOTICE

Please note that the requirements and policies of the Zoning Ordinance, General Plan and other codes (Chapters 15 and 17 and Sections 8.56, 8.121, 8.12 and 8.44) are basic requirements. The Planning Commission or the City Council (on appeal), may impose other conditions on the project to address site specific concerns and/or to mitigate any adverse impacts that potentially would be caused by approval of the project.

City staff are available for assistance and can provide samples of typical requirements that may be imposed. The scope of the review may be found in the applicable code sections. Time frames to process applications are approximate and may be longer when necessary due to requirement for information or revised plans from the applicant, to prepare environmental documents, or for continued hearings as directed by the decision making bodies.

Chapter 17.58

PRECISE DEVELOPMENT PLANS

Sections:

- 17.58.010 Purpose and intent.**
- 17.58.020 Projects requiring review.**
- 17.58.030 Standards and review criteria.**
- 17.58.040 Appeals.**
- 17.58.050 Compliance.**
- 17.58.0121 General procedures.**

17.58.010 Purpose and intent.

The purpose and intent of requiring precise development plan review for development projects is to achieve a reasonable level of quality, compatibility, in harmony with the community's social, economic and environmental objectives, and to protect existing and potential developments, and uses on adjacent and surrounding property. (Prior code Appx. A, § 1430)

17.58.020 Projects requiring review.

In order to achieve the purpose of this section, it is considered necessary to require that the use of land, and erection, construction or location of buildings or structures in any zone shall require submittal of plans for planning commission review, with the exception of the following:

- A. Single-family residences, including new construction, remodels or additions thereto;
- B. Remodels or additions of less than one thousand five hundred (1,500) square feet in any zone. (Prior code Appx. A, § 1431)

17.58.030 Standards and review criteria.

A. Standards. All development shall be in compliance with minimum standards of the zoning ordinance. On a case basis, the planning commission may impose standards above the minimums designated by the zoning ordinance to improve the quality of development and to mitigate any environmental impacts.

B. General Criteria. In considering the precise development plan for any development, the following criteria for granting or conditionally granting said permit shall be considered:

1. Distance from existing residential uses in relation to negative effects;
2. The amount of existing or proposed off-street parking in relation to actual need;
3. The combination of uses proposed, as they relate to compatibility;
4. The relationship of the estimated generated traffic volume and the capacity and safety of streets serving the area;
5. The proposed exterior signs and decor, and the compatibility thereof with existing establishments in the area;
6. Building and driveway orientation in relation to sensitive uses, e.g., residences and schools;
7. Noise, odor, dust and/or vibration that may be generated by the proposed use;
8. Impact of the proposed use to the city's infrastructure, and/or services;

9. Adequacy of mitigation measures to minimize environmental impacts in quantitative terms;

10. Other considerations that, in the judgment of the planning commission, are necessary to assure compatibility with the surrounding uses, and the city as a whole.

C. Criteria for Denial.

1. The proposed development would substantially depreciate property values in the vicinity or interfere with the use or enjoyment of property in such area, because of excessive dissimilarity or inappropriateness of design in relation to the surrounding vicinity, and there are no known conditions of approval which can be imposed that could resolve such problems;

2. The proposed development would have significant environmental adverse impacts which are not mitigable, and where the finding of overriding considerations cannot be made. (Prior code Appx. A, § 1432)

17.58.040 Appeals.

The decision of the planning commission may be appealed to the city council by filing a written appeal within ten days from the date of the succeeding city council meeting at which it is determined whether or not to review the decision of the planning commission pursuant to Section 2.52.040 of this code. (Ord. 95-1145 § 2 (part), 1995; prior code Appx. A, § 1435)

17.58.050 Compliance.

A. An approved plan shall be valid for a one-year period and, should development fail to commence within such time limitation and no extension is granted, shall become null and void.

B. No person shall violate or fail to comply with any approved plan or any condition or provision thereof, nor shall a building permit be issued for any building or structure which would violate or fail to comply with an approved plan. (Prior code Appx. A, § 1436)

17.58.0121 General procedures.

Application for precise development plan review shall be filed and approval given prior to the issuance of building permits. An application shall consist of detailed and fully dimensioned site plans, building plans, floor plans, architectural drawings and elevations, landscape plans and/or any other data found to be reasonably required.

Applications shall be submitted to the city planning department and shall be in compliance with the department's specific requirements.

Fees shall be set by policy of the city council. (Prior code Appx. A, § 1437)