

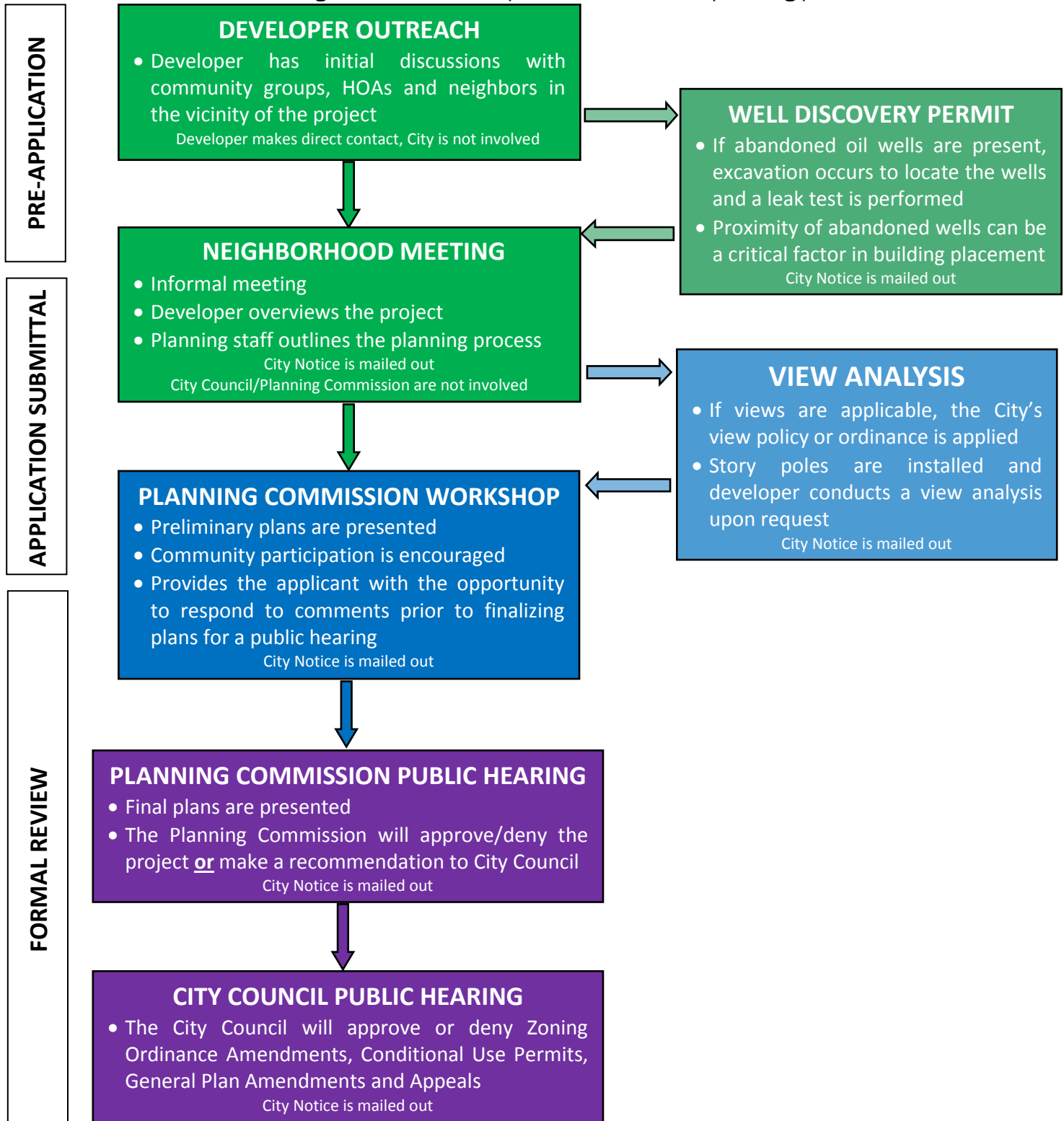
A Neighbor's Guide to Development



Community Development Department

Site Plan and Design Review Zoning Ordinance Amendments – Conditional Use Permits – General Plan Amendments

The following flow chart is a simplified version of the planning process:



The following is more detailed information on the typical steps in the planning process. We encourage the community to participate early in the planning process. Please contact the Community Development Department for questions about any of these steps and how to participate at (562) 989-7340.

1. DEVELOPER OUTREACH

- Property Owner, Developer, and/or Applicant/Agent (developer) to outreach to the community to gather input for consideration in development of the site plan, floor plans, building heights, architecture, guest parking, street configuration, landscape plans, view corridors, etc.
- Community to provide the developer with comments, concerns, preferences in the design prior to any plans being established. Community comments are collected by the developer.
- City staff is typically not involved at this stage.

2. WELL DISCOVERY PERMIT & LEAK TEST (IF APPLICABLE)

- If there are abandoned oil well(s) on the site, the developer shall apply for a well discovery permit to locate and leak test the well(s). See Signal Hill Municipal Code (SHMC) Section 16.24.030-050 for detailed information.
- City staff will send a well discovery and leak test notice to all property owners and residents within the established mailing radius of the subject site, prior to the issuance of a well discovery permit.
- The City will issue a well discovery permit. The permit establishes the procedures for the developer to identify the physical location, excavation of abandoned well(s), dust control, backfill and compaction.
- Once the well has been located, the developer shall submit a licensed survey of all well(s) within the area of development. The well(s) shall be plotted on the site plan showing if wells are or are not accessible.

3. NEIGHBORHOOD MEETING (IF APPLICABLE)

- The developer shall submit an application, deposit and preliminary site/floor plans to the City.
- For a large development project, a Neighborhood Meeting will be held with the developer, City staff and the surrounding residents to view the preliminary site and floor plans and provide an overview of the steps (#4-7 below) in the planning process.
- The community is invited to learn about the project and development process. Community comments are collected at the meeting by the developer and staff.
- The Planning Commission and/or City Council are not involved in the meetings and no decisions are made on the project.

4. VIEW ANALYSIS PROCESS (IF APPLICABLE)

- If it is determined that the view policy or view ordinance is applicable to the site, the view policy/ordinance steps will be followed. See the City View Policy or Ordinance (in Hilltop Specific Plan) for detailed information.
- City staff will send a view notice to all property owners and residents within 500 feet of the boundary of the subject property.

- The developer will install story poles to depict the silhouette of the development.
- After viewing the story poles, community members that feel that the project will have an impact on their view and would like view photos taken from their property, should contact the Planning Department in accordance with timeframe established in the view notice.
- The applicant will contact and schedule a mutually agreeable time to conduct the view photo analysis with community members that requested photos.
- Any affected property owner or resident who challenges the accuracy of an applicant's view analysis may prepare and submit a view analysis to the Planning Department prior to the workshop for review by the Planning Commission.

5. PLANNING COMMISSION WORKSHOP

- Once the developer has established preliminary plans (and completed the view analysis process, if applicable) the project is scheduled for a public workshop.
- 10 days prior to the workshop, the City will mail a notice of public workshop to all property owners within the established mailing radius of the subject site, and plans and view photos are available for public review. 3 days prior to the workshop a staff report overviewing the project is available for public review and is available on the City's website www.cityofsignalhill.org > Current Agendas & Staff Reports.
- The community is encouraged to participate at the workshop to ensure that the applicant has the opportunity to respond to comments prior to finalizing the plans for the public hearing.
- At the workshop in front of the Planning Commission, staff provides a presentation on the plans and process, the developer is given the opportunity to present the project and the community may present written information, comment, express their opinions or otherwise present evidence on the project.
- The Planning Commission provides direction as deemed appropriate and may schedule the project for subsequent workshop(s) or a public hearing.

6. PLANNING COMMISSION PUBLIC HEARING

- Once the developer has addressed the Planning Commission's directions from the workshop and finalized plans the project is scheduled for a public hearing for the Site Plan and Design Review. See SHMC Section 20.52 for more information.
- 10 days prior to the public hearing, the City will mail a notice of public hearing to all property owners within the established mailing radius of the subject site. 3 days prior to the public hearing a staff report, resolutions and conditions of approval overviewing the project are available for public review and are available on the City's website www.cityofsignalhill.org > Current Agendas & Staff Reports.
- The public is invited to attend this public hearing to present written information, express their opinions or otherwise present evidence on the above matter to the Planning Commission.
- At the public hearing in front of the Planning Commission, staff provides a presentation project, the developer is given the opportunity to present on the project and the community may present written information, express their opinions or otherwise present evidence on the project.
- The Planning Commission will approve or deny the project (or continue the public hearing to another meeting). Zoning Ordinance Amendments, Conditional Use Permits, General Plan Amendments and Appeals go to the City Council for review.

7. CITY COUNCIL PUBLIC HEARING (IF APPLICABLE)

- Zoning Ordinance Amendments, Conditional Use Permits, General Plan Amendments and Appeals require City Council review. See SHMC Section 20.86 and 20.64 for more information.
- 10 days prior to the public hearing, the City will mail a notice of public hearing to all property owners within the established mailing radius of the subject site. 3 days prior to the public hearing a staff report, resolutions and conditions of approval overruling the project are available for public review and are available on the City's website www.cityofsignalhill.org > Current Agendas & Staff Reports.
- The public is invited to attend this public hearing to present written information, comment, express their opinions or otherwise present evidence on the above matter to the City Council.
- At the public hearing in front of the City Council, staff provides a presentation on the project, the developer is given the opportunity to present on the project and the community may present written information, express their opinions or otherwise present evidence on the project.
- The City Council will approve or deny the Zoning Ordinance Amendment, Conditional Use Permit, General Plan Amendment and/or Appeal.

8. PLAN CHECK AND PERMITS

- Applicant submits plans to Building and Safety Division for plan check. Planning staff reviews plans to ensure they are the same as the plans presented at the public hearings.
- Minor changes due to requirements of building codes (for example: size of a window/door, placement, etc) are fairly common, minor changes are presented to the Planning Commission in a conformity report. Major changes require new public hearings and approval.
- When plans are ready, grading and building permits are issued. A notice that construction is going to start is mailed to nearby property owners.
- Construction must be completed in a specific amount of time, based on the size of the project and in accordance to the City's Construction Time Limit Ordinance. See SHMC Section 20.52.100 for more information.
- For projects that went through the view analysis process, the developer is required to submit Building Pad and Building Height certifications to the Building and Planning Departments during construction, to verify that the building is built in accordance with the plans (heights) that were approved by the Planning Commission and/or City Council.

The California Environmental Quality Act (CEQA) is conducted concurrently with all projects. CEQA requires publishing of a Notice of Intent and 20-day public review period prior to adoption of a Negative Declaration or Mitigated Negative Declaration (or 30/45 day public review of an Environmental Impact Report) prior to adoption by the Lead Agency.