



COUNTY OF SANTA CRUZ

PLANNING DEPARTMENT

701 OCEAN STREET, 4TH FLOOR, SANTA CRUZ, CA 95060

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Guidelines for Neighborhood Notification of Proposed Development

County Code Sections 18.10.222 through 18.10.224 describe the required notice that must be given to the public for different types of development applications. In addition to other notice requirements, the County requires 1) that the site of a project for which there is a pending development application being processed at the following levels be posted with a sign or signs describing the proposed development: Administrative Review (Level IV), Zoning Administrator (Level V), Planning Commission (Level VI) and Board of Supervisors (Level VII); and, 2) that for proposals needing approval by the Planning Commission (Level VI) or the Board of Supervisors (Level VII), a neighborhood meeting is required.

These notification requirements will provide information about the proposed development to neighbors and other interested parties earlier in the development review process than the legal minimum required by state law. The intent is to improve neighborhood awareness of potential or pending projects and provide earlier neighborhood involvement in the planning process. We are hoping this will result in reduced controversy at the public hearing and more approvable projects. Ideally, issues of concern to neighbors and others will be expressed and possibly addressed before an applicant spends large amounts of money on plans and before the application reaches the decision-making body. Both the sign and neighborhood meeting requirements are described below.

PROJECT SITE SIGN(S) (APPLICABLE TO ALL LEVEL 4 – 7 PROJECTS)

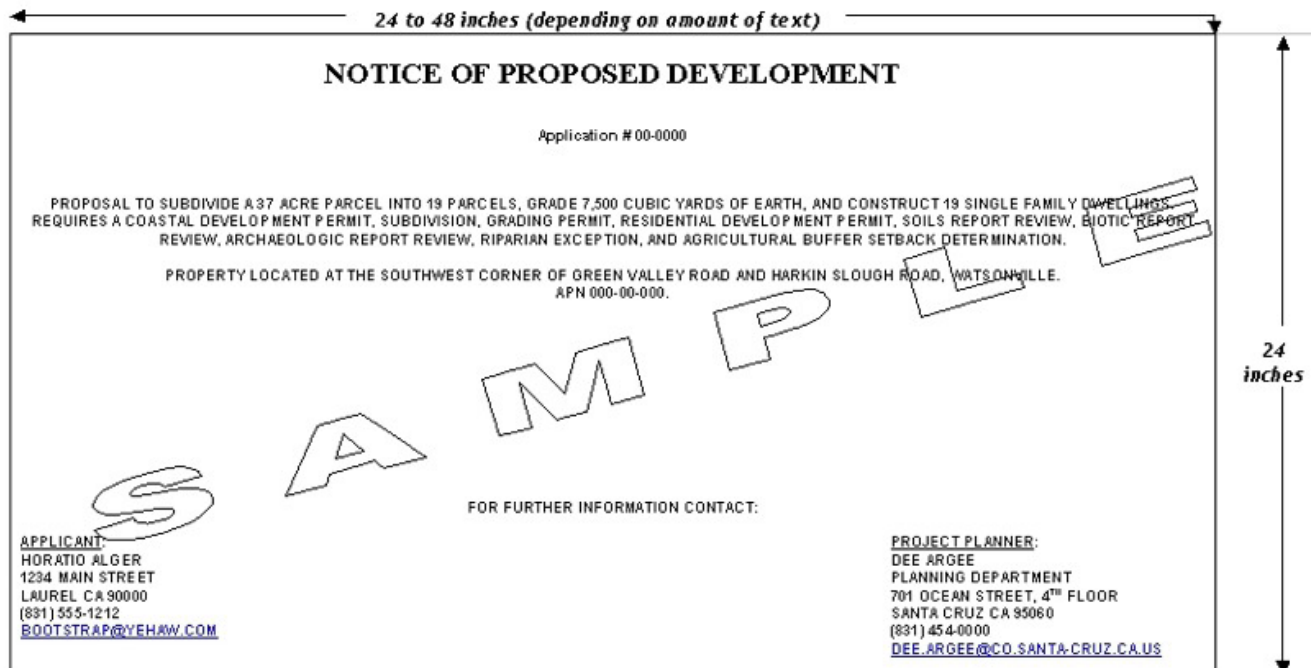
I. Sign Placement*

- A. **Timing.** The sign must be placed no later than 7 calendar days after your project planner has notified you that the only outstanding item for a determination of application completeness is placement of the sign or signs. You must submit a certificate attesting that you have placed the sign (see Attachment 2).
- B. **Visibility.** All required signs shall be placed on the property to be clearly seen and readily readable from each right-of-way providing primary vehicular access to the subject property. Corner lots should use one two-sided sign placed diagonally to the corner to be visible from both streets. Signs shall be located to not interfere with vehicular line of sight distance.

*Applications that must be processed at Levels VI and VII may need a Development Review Group (DRG) meeting before you submit your project application (see the Planning Commission and Board of Supervisors Development Permits Levels 6 & 7 brochure). Placement of the project site sign is NOT required as part of the DRG process.

- II. **Sign Standards** See the illustration of a sample sign below. Staff will provide you with the text to be used for your sign(s) and may require that you include additional specific information in order to provide a useful notice.

- A. **Size, material, and height above grade.** Each sign shall be no smaller than 2 feet (vertical) by 2 feet (horizontal) and no larger than 2 feet (vertical) by 4 feet (horizontal). Signs shall be constructed of coroplast material. Other material may be used with the approval of the Planning Director. The information required shall be rendered weatherproof and shall be legible at all times. No sign shall exceed seven (7) feet above grade, except where necessary to be clearly seen and readily readable from each right-of-way providing primary vehicular access to the subject property.
- B. **Information required.** Each sign shall be printed with legible black lettering in Arial or similar standard typeface on a white background and shall include only the following factual information:
1. Header "NOTICE OF PROPOSED DEVELOPMENT" (no less than 1.25-inch capital letters, bold)
 2. Application Number (no less than 1/2-inch, bold)
 3. Description of proposed development on the site, including type of project, proposed use, number of units/lots, types of applications being processed and a description of each (no less than 1/2-inch, bold)
 4. Footer with applicant's name, address, phone number, and e-mail address if applicable, on the left side and the project planner's name, address, phone number, and e-mail address on the right side (no less than 1/2-inch capital letters, bold).
- C. **Sign manufacturer.** You are free to select any sign manufacturer to make the sign so long as all of the standards of (A) and (B) above are met.
- D. **Modifications to your submitted application.** The following modifications to a submitted application will require new noticing including new sign text.
1. A change that results in an increase of 20 percent or more in height, floor area ratio, or lot coverage.
 2. A change that necessitates a variance.
 3. A change that results in an increase in the number of lots or dwelling units.
 4. A change that results in an intensification of use, as defined in County Code Section 13.10.700-I.



III. Sign Removal

- A. **Timing.** Each sign shall be removed within ten calendar days after the expiration of the final appeal period or the date on which a final appeal decision is effective. You must provide the project planner a completed, signed certificate attesting that the sign has been removed in the time period allowed (see Attachment 3).
- B. **Consequences for failure to remove sign.** If you do not return the affidavit or if the sign is not removed within the time allowed, the Planning Director will record a notice of violation against the property. Additionally, no inspection signoff of your project may occur nor any building permit be approved before removal of the sign and correction of the violation.

NEIGHBORHOOD MEETING (APPLICABLE TO ALL LEVEL 6-7 PROJECTS)

Holding your meeting. County Code Section 18.10.211 describes when a neighborhood meeting is required. This section is summarized below, along with information about who is notified of the meeting and how they are notified:

What triggers the requirement for a neighborhood meeting?	Who must be notified of the neighborhood meeting?	How is the required notification accomplished?
<p>A neighborhood meeting is required for all development applications that are required to be processed at Level VI (Planning Commission) or Level VII (Board of Supervisors).*</p> <p>Examples of these types of applications include residential developments of 5 units or more, subdivisions, rezonings, and commercial and industrial developments of 20,000 square feet or more.</p>	<ol style="list-style-type: none"> 1. All property owners and occupants within 300 feet of the exterior boundaries of the parcel where the development is proposed. If there are fewer than 10 property owners within 300 feet, then you must extend the 300 foot distance by 50 foot increments to encompass at least 10 separate property owners. 2. The County Supervisor in whose district the proposal is located. 3. The County Planning Director. 	<p>You must send a notice of the neighborhood meeting by first class mail to those who must be notified. The notification material must include a brief description of the proposal and the date, time, and location of the meeting. You can get mailing information for property owners and occupants from the County Geographic Information Services section by e-mailing matt.price@co.santa-cruz.ca.us</p>

* Except for proposals that are solely for rezoning to the Timber Production zone district. The neighborhood meeting can be held at any time before application submittal, but not before your Development Review Group meeting, if one is required (see the *Planning Commission and Board of Supervisors Development Permits Levels 6 & 7* brochure). It is recommended that you hold the neighborhood meeting before the completion of the final development application materials. Ideally, the neighborhood meetings will help you formulate a development proposal that will generate little controversy. Your meeting should be at a time and location convenient for your neighbors, at or near the site of the proposed development. A typically convenient time is on a weekday evening starting at 7:00 or 7:30 p.m. **Results must be reported.** The County Code requires that you include a report of the results of the neighborhood meeting(s) in the application submittal package. The application cannot be determined to be complete until the County receives the report and all other requested materials are submitted. Use the following format to report the meeting results.

A. Describe the techniques you used to notify the neighbors to discuss your proposed project.

Include the following information:

1. Meeting notification materials
2. Mailing lists
3. Dates, times, and locations of all meetings
4. Attendance lists
5. Copies of all plans, mailings, handouts, letters, etc., used as part of the meeting notification or the meeting itself.
 - a. Describe the concerns, issues and problems raised by the neighbors during the meetings.
 - b. Describe how you have addressed or intend to address the concerns, issues or problems raised by the neighbors.
 - i. address each concern, issue and problem
 - ii. include drawings, details or references to plans, as appropriate
 - c. Describe all concerns, issues, and problems that cannot be addressed, including irresolvable conflict

B. Modifications to your submitted application. The following modifications to a submitted application will require new noticing including a new neighborhood meeting.

1. A change that results in an increase of 20 percent or more in height, floor area ratio, or lot coverage.
2. A change that necessitates a variance.
3. A change that results in an increase in the number of lots or dwelling units.
4. A change that results in an intensification of use, as defined in County Code Section 13.10.700-I.