

Planning Division Application Processing and Procedures



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Project Types

- ▶ Two Main Categories of Projects
 - Ministerial Project
 - Administrative Permit, Temporary Use Permit, SB 35
 - Discretionary Project
 - Conditional Use Permit, Design Review, Planned Development, Rezone, Variance
 - Flat Fee and Time and Materials (T&M) Projects

Discretionary Project Processing

▶ Project Processing Steps

- Application Submittal
- Completeness Review
- Initial Consultation/Technical Advisory Committee (TAC)
- CEQA Determination
- Hearing Preparation
- Public Hearing
- Appeal Process

Application Submittal

- ▶ Done by Appointment
- ▶ Application Submitted to Planning Staff
- ▶ Submittal Includes
 - Application Fees
 - Mandatory Submittal Items (Application Checklist)
 - Agreement for Payment of Processing Fees Form (For Time and Materials Projects)

Completeness Review

- ▶ 30-Day Complete Application Review
 - Applicant provided notice if application is Complete or Incomplete
 - Incomplete Application Determination
 - Provided an incomplete application letter identifying missing required information
 - Stops the clock
 - Complete Application Determination
 - Provided a complete application letter and process continues

Initial Consultation/Technical Advisory Committee (TAC)

- ▶ Complete Application is routed to affected agencies (Local, State, Federal), County Departments, and internal Divisions
- ▶ Generally a 30-Day Review
- ▶ Conduct TAC meeting to discuss project considerations/concerns (Monday Afternoons)
- ▶ Overview of project conditions that may apply
- ▶ CEQA Determination based on provided information
- ▶ Overview of Next Steps

CEQA Compliance

- ▶ CEQA Determination based on information provided
- ▶ Prepare Notice of Exemption or Initial Study
- ▶ Based on Initial Study:
 - Prepare Negative Declaration or Mitigated Negative Declaration; or
 - Prepare appropriate Environmental Impact Report (EIR)

Hearing Preparation

- ▶ Staff Report is prepared
- ▶ All public hearing documents are submitted to administrative staff (Staff Report, Exhibits, CEQA Docs)
- ▶ Noticing Radius is determined (from the outside border of the project)
- ▶ Public noticing is conducted including:
 - Direct Mailings
 - Newspaper Notification
- ▶ All documents uploaded to Legistar

Public Hearing

- ▶ Project is reviewed at the Public Hearing (Currently utilizing Zoom)
- ▶ Receive public comment on the Project
- ▶ Depending on the Project type the hearing body:
 - Decides on the Project and the CEQA document; or
 - Makes recommendation to BOS to decide on the Project and the CEQA document

Appeal Process

- ▶ 10-Day Appeal Period
 - For Projects decided upon by the Department Director, the Zoning Administrator, and the Planning Commission
 - Appeal form and fees submitted to the Planning Division
 - Appeal is typically heard by the BOS within 30 days of end of appeal period

- ▶ No Appeal Period for BOS decisions

Questions?