CITY OF HERMOSA BEACH

GENERAL PLAN AMENDMENT

The State law limits the number of times during the year that each element of the General Plan can be amended to four, including both amendments to the text and map. However, more than one specific amendment may be considered at each of the four times per year. Zone changes applications may be submitted and processed concurrently with General Plan Amendment applications.

A General Plan Amendment must not be detrimental to the surrounding vicinity and be compatible with surrounding uses.

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

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

1. a. **General Plan Map Change**: Six (6) sets of plans indicating location and legal description of the parcels requested for General Plan amendment. A location map shall be submitted showing the existing General Plan designations and zoning classifications of the surrounding properties.

   b. **General Plan Text Change**: Information on the proposed text amendment. Please consult with Planning staff before making a submittal.

   c. **PDF copies of all documents on a CD**. (Please combine all PDFs into ONE single PDF file). **THIS IS REQUIRED FOR ALL SUBMITTALS**.

2. Completed General Application. All General Plan Amendments must also complete the Environmental Information Forms. All required signatures must be included on the application.

3. Payment of fees --

   a. **Amendment to MAP**:

<table>
<thead>
<tr>
<th>Residential</th>
<th>Non-Residential</th>
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<tbody>
<tr>
<td>a. General Plan Amendment…</td>
<td>a. General Plan Amendment…</td>
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<tr>
<td>b. Negative Declaration…</td>
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<td>c. 300' Radius 1st Noticing……</td>
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<td>d. 300’ Radius 2nd Noticing……</td>
<td>d. 500’ Radius 2nd Noticing……</td>
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<td>e. Legal Ad ($168 x 2)…………</td>
<td>e. Legal Ad ($168 x 2)…………</td>
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<td>f. Public Notice Poster ($187 x 2)</td>
<td>f. Public Notice Poster ($187 x 2)</td>
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<td>g. Records Technology</td>
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<td></td>
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<td></td>
<td>Total…… $9,908</td>
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<td>h. Fish and Game filing fee - per State fee; payable to “L.A. County Clerk” <strong>with date open</strong></td>
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b. Amendment to TEXT:

$5,341 or deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside costs
$3,503 Negative Declaration (unless determined to be categorically exempt - $193)
$336 Newspaper ads for Planning Commission and City Council ($168 each)
$643 Records Technology System

Total: $9,823

Fish and Game filing fee - per State fee, payable to “L.A. County Clerk” with 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.

4. Staff reports, meeting agendas and documents related to City decision on your project will be emailed to you. Please provide correct email addresses.

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

Certain 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. Staff makes this determination based on the State Guidelines.

All other projects are subject to CEQA and upon submittal will be scheduled for the agenda of the Staff Environmental Review Committee. They 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, the applicant must submit 18 ADDITIONAL SETS OF PLANS to the Planning Division. Revisions or further studies requested by the Staff Environmental Review Committee, if any, must be made prior to resubmittal. Once the application has been deemed complete by Planning Division, a public hearing will be scheduled before the Planning Commission.

3. PLANNING COMMISSION

The Planning Commission is composed of five citizens appointed by the City Council. The Planning Commission will make a recommendation to the City Council regarding the General Plan Amendment 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 21 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 the Planning Commission may have.
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 http://www.hermosabeach.gov

4. CITY COUNCIL

All General Plan Amendments are subject to approval from the City Council. The City Council will again have a public hearing regarding this matter.

The Planning Division will give the applicant another public notice poster which must be displayed at the site a minimum of 21 days before the meeting of the City Council.

A representative of the project must be at the meeting of the City Council 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. BUILDING PERMITS

No building permits shall be issued until all conditions listed in the resolution have been met, and the California Coastal Commission has approved the plans for all projects that are within the coastal boundaries as applicable.

6. 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, 8.60, 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.