



Department of Planning & Redevelopment

Project Review Committee Process

Revised August 2011

Jeff Kugel
Director of Planning & Redevelopment

Purpose & Overview

The City's Project Review Committee provides direction to residents and business owners planning a new development project or business use that requires review and approval by the Planning Commission and/or the City Council. The purpose of the Committee is to provide applicants with staff review comments, in advance of a public meeting.

WHAT TYPES OF PROJECTS ARE REVIEWED?

New Development and Uses

The City's Zoning Code identifies certain types of new development and land uses which require approval through a public hearing process. These projects are identified by Chapter 21.02, Table C of Appendix 21.A, and in certain adopted specific plans of the Zoning Code. Attachment A lists a summary of those projects.

WHO IS INVOLVED IN THE REVIEW?

Applicant and City Departments

The Planning Department acts as the lead point of contact with the project applicant and other City departments which include Building, Engineering, Police, Fire, Community Services, and Administration (the participating departments will vary depending on the application type). Planning staff will distribute plans, gather the written comments from each department and provide the comments to the Project Applicant.

WHAT IS REQUIRED TO INITIATE THE REVIEW?

Concept Plans/ Zoning Application/ Fees

Concept Plans: Once the Planning Department determines that your project requires a zoning approval, you should begin preparing conceptual plans that depict the extent of your project. For new construction, concept plans entail preparation of a site plan (indicating all improvements on the site such as parking, landscaping, walkways, trash enclosures, etc.), a floor plan, building elevations, concept landscape plan and a description of materials and colors to be used. For projects involving grading, a concept grading plan is required. Photographs of the existing building or site are often helpful.

For projects that only involve the establishment of a use in an existing building or site, applicants must provide a site plan, floor plan and a full description of the proposed activities, hours of operation, and number of employees.

Architectural or engineering construction detail plans are not required for this review. The attached checklist (Attachment B) and the planning staff will help you determine which plans are required.

Zoning Application & Fees: Plans reviewed by the Project Review Committee require an application and filing fee which is applied against the cost of your project's zoning application. The cost of the review is \$1,041. The City's Master Zoning application is included as Attachment C.

WHEN DOES THE REVIEW TAKE PLACE?

Review Schedule

Once an application is complete, the Project Review Committee meeting will be scheduled. Applicants can expect to meet with the Project Review Committee no more than three weeks after the application has been accepted by the Planning Department.

Meetings are held in one of the City Hall conference rooms. A schedule of the Project Review Committee's meetings is included as Attachment D.

HOW IS THE MEETING CONDUCTED?

Meeting Format

The meeting format is designed to be an informal exchange of information and ideas about the project between the applicant and City staff. Prior to the meeting, your staff planner will receive written comments from each department involved in the review and forward them to you prior to the meeting. Applicants are encouraged to ask questions about requirements and clarification from City staff about what is required.

MEETING RESULTS

Direction From Staff

The written comments provided to you from City staff during the Project Review Committee process represent the staff's opinion about how closely the project conforms to the City's development standards. For projects involving new development, compliance with all development standards is expected. Since there are often multiple solutions in achieving compliance with City development standards, the Project Review Committee will assist applicants in identifying and implementing those solutions.

For projects involving uses, staff comments will include a description of the recommended conditions under which the use should operate. For example a typical condition for a business selling alcohol will always include a limit on the hours of operation.

AFTER THE PROJECT REVIEW COMMITTEE MEETING

Next Steps

After the Project Review Committee meeting, applicants are strongly encouraged to make any revisions to plans suggested by staff. Once those revisions are made, a final check with your staff planner is recommended before you file your official zoning application for processing. An applicant may choose to file a zoning application without revising project plans; however it may negatively affect the outcome of the project.

IF ADDITIONAL INFORMATION IS NEEDED PLEASE CONTACT THE PLANNING DEPARTMENT AT (626) 914-8214.

ATTACHMENT A
New Development/ Uses Subject to the Filing of a Zoning Application

New Development Subject to Filing of a Zoning Application	Approving Body
Hillside development (grading over 150 cubic yards)	Planning Commission
Multiple-family projects	Planning Commission
Commercial buildings over 25,000 square feet in the C1/ C2/ C3/ CM/ M1/ M1A/ MS Zones	Planning Commission
Planned Redevelopment	Planning Commission & City Council
Planned Development	Planning Commission & City Council
Civic Center Overlay Development	Planning Commission
Village Overlay Development	Planning Commission
Mobile Home Park Development	Planning Commission
Second story construction in single-family residential zones including hillside lots	Planning Commission
Temporary structures	Planning Commission
Relocated structures	Planning Commission

<p align="center">New Development Subject to Filing of a Zoning Application</p>	<p align="center">Approving Body</p>
Tennis Courts	Planning Commission
Public facilities in residential zones	Planning Commission
Recycling facilities, except single-feed vending machines	Planning Commission
Open Space Development	Planning Commission
Gated Communities	Planning Commission
Radio and television broadcasting antennae, private transmitting antennae and satellite receiving antennae	Director
Solar energy collectors	Director
Cantilevered decking	Director
Second kitchen units	Director
Civic Center Area Plan development	Planning Commission

Development Standard Modifications	Approving Body
<p>Minor Modifications under the following circumstances:</p> <ul style="list-style-type: none"> a. Setbacks, to reduce the minimum required by fifteen percent or less. b. Floor area, to reduce the minimum required or increase the maximum permitted by five percent or less. c. Antenna development standards, to reduce the minimum required or exceed the maximum permitted by fifteen percent or less. d. Fence or wall height, to increase the maximum permitted by fifteen percent or less. e. Parking stalls, to reduce the minimum required by ten percent or less. f. Landscaping, to reduce the minimum required by ten percent or less. g. Open space required pursuant to subsection 21.04.020(D)(4) of this title, to reduce the minimum required by ten percent or less. h. Roof-mounted mechanical equipment in a residential zone. i. Second Floor to First Floor Area Ratio in a Hillside Area. To increase the second floor to first floor area ratio up to eighty-five percent of the first floor excluding a four hundred square foot attached garage. 	<p>Director</p>
<p>Variance from any development standard which exceeds the limits described above.</p>	<p>Planning Commission</p>
<p>Conditional Use Permits as described by Table C in Appendix 21.A</p>	<p>As indicated by Table C (Director or Commission)</p>
<p>Lot Line Adjustments</p>	<p>Director</p>
<p>Certificate of Compliance</p>	<p>City Council</p>
<p>Lot Mergers</p>	<p>Director</p>

Project Modifications	Approving Body
Parcel Map/ Lot Split	Planning Commission
Tentative Tract Maps	Planning Commission & City Council
Sign Variance	Planning Commission
Zone Change or General Plan Amendment	Planning Commission & City Council

Attachment B

Site Plan Submission Checklist for Project Review Committee

Project Data

- Describe the proposed project such as the proposed use and building size
- Identify the number of existing and proposed parking spaces
- Calculate the existing landscaped area
- Calculate the site area
- Indicate the current building occupancy
- Indicate the current construction type
- Indicate the proposed use
- For non-residential uses indicate the proposed hours of operation, number of employees, and the general operational characteristics of the use.

Site Plan

- Indicate property dimensions
- Identify existing and planned improvements
- Identify existing and proposed building setbacks
- Indicate existing and proposed parking
- Identify site access
- Identify all landscape areas
- Identify appurtenant site improvements such as loading areas, trash enclosures, fences, and utility pads/ equipment.
- Provide information on known easements for utilities, parking, ingress and egress, and drainage.
- Show topographic information

Floor Plans – For New Construction

- Indicate room sizes and proposed use of interior space
- Indicate window and door locations and sizes
- Indicate room ingress and egress
- Provide floor area calculations.

Floor Plans - Use Establishment for Non-residential Development

- Indicate existing and proposed use of interior space
- Indicate window and door locations and sizes
- Indicate room ingress and egress
- Provide floor area calculations.
- Existing and proposed permanent fixtures such as equipment or seating areas.

Building Elevations

- Indicate exterior colors and materials
- Indicate roof and parapet wall height
- Indicate exterior details for roofs, such as overhang and eave detailing
- Indicate window and doors locations
- Indicate architectural details including exterior moldings, trims, window mullions, shingles, and lighting fixtures.

Grading Plan - For projects involving more than 50 cubic yards of grading.

Provide a conceptual grading plan indicating the following:

- Indicate existing and proposed contours at two foot intervals,
- Indicate existing and planned drainage devices,
- Indicate existing and proposed walls and fences,
- Indicate all trees with a diameter at breast height (DBH) of six inches or greater.

Attachment C



City of Glendora

PLANNING APPLICATION

Department of Planning and Redevelopment 116 E. Foothill Boulevard, Glendora, CA 91741 Phone: (626) 914-8214
 Fax: (626) 914-9053 Website: <http://www.ci.glendora.ca.us/planning/> E-mail: planning@ci.glendora.ca.us

Project Location: _____

APPLICANT/ PRIMARY CONTACT:

Name _____ Phone (____) _____ E-mail _____
 Address _____

PROPERTY OWNER:

Name _____ Phone (____) _____ E-mail _____
 Address _____

Application Request(s):	Fee	Case#	Receipt#
<input type="checkbox"/> Administrative Review / Design Review	\$0		
<input type="checkbox"/> Certificate of Appropriateness	\$0		
<input type="checkbox"/> Conceptual Review	\$1,041[a]		
<input type="checkbox"/> Conditional Use Permit	\$2,425		
<input type="checkbox"/> Conditional Use Permit (Administrative)	\$1,065		
<input type="checkbox"/> Conditional Use Permit (Minor)	\$1,315		
<input type="checkbox"/> Development Plan Review (2-story SFR/ Grading/ Non-conf. lot / Non-residential)	\$2,483		
<input type="checkbox"/> Development Plan Review (Multiple-Family Residential)	\$3,297		
Environmental Review (one of the below):			
<input type="checkbox"/> Categorical Exemption	\$214^		
<input type="checkbox"/> Initial Study	\$1,770^		
<input type="checkbox"/> Environmental Impact Report	\$6,171^ / T&M [b]		
<input type="checkbox"/> General Plan Amendment (Residential / Non-Residential)	\$3,645 / \$3,087		
<input type="checkbox"/> Landmark Designation/Mills Act OR Landmark Review	\$0		
<input type="checkbox"/> Lot Line Adjustment	\$1,554		
<input type="checkbox"/> Lot Merger	\$1,554		
<input type="checkbox"/> Minor Modification	\$1,422		
<input type="checkbox"/> Modification Review (CUP/Variance)	\$2,067		
<input type="checkbox"/> Radius Map and Labels	\$150		
<input type="checkbox"/> Second-Kitchen Unit Plan Review	\$1,315		
<input type="checkbox"/> Tentative Parcel Map (Lot Split) (4 parcels or less)	\$4,006		
<input type="checkbox"/> Tentative Tract Map (Subdivision)	\$5,286 + \$85 per lot/unit > 4 = \$		
<input type="checkbox"/> Time Extension Review	\$1,042		
<input type="checkbox"/> Variance	\$2,224		
<input type="checkbox"/> Sign Variance	\$1,951		
<input type="checkbox"/> Zone Change	\$3,126		
<input type="checkbox"/> Zoning Verification Letter	\$214		
<input type="checkbox"/> Other	\$		
TOTAL	\$		

Notes:

- [a] Filing fee is credited to application fee if submitted.
- [b] In addition to the filing fee, a \$5,000 deposit is required. Applicant is responsible for city personnel costs at the fully allocated hourly rate and cost of materials.

^A In addition to the City filing fee, the following LA County Environmental Processing Fees apply:
 -Categorical Exemption: 1 undated check for \$75 made out to LA County (optional)
 -Initial Study: 2 separate undated \$75 checks (NOI & NOD) AND 1 undated check for \$2,044.00 made out to LA County (DFG fee)
 -EIR: 2 separate undated \$75 checks (NOI & NOD) AND 1 undated check for \$2,839.25 made out to LA County (DFG fee)

Case #(s) _____

Project Proposal: _____

Attach additional sheets, if necessary.

Applicant / Property Owner Affidavit

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

Applicant/Business Owner

Property Owner

Print Name: _____

Print Name: _____

Signed: _____

Signed: _____

Date: _____

Date: _____

Application Review Process

**Planning Director /
Project Review Committee**
8 sets of folded plans

Planning Commission
10 sets of folded plans
+ digital files

City Council
10 sets of folded plans
+ digital files

FOR PLANNING STAFF USE ONLY

Application received by _____ Date _____

Application certified complete by _____ Date _____

PAGE 2 OF 2

Updated: 1/10/11

Attachment D
Schedule of PRC Meetings - 2011

Meeting Date	Meeting Time	Location
September 1, 2011	3:00 p.m.	City Hall Upstairs Conference Room
September 15, 2011	3:00 p.m.	City Hall Upstairs Conference Room
October 6, 2011	3:00 p.m.	City Hall Upstairs Conference Room
October 20, 2011	3:00 p.m.	City Hall Upstairs Conference Room
November 3, 2011	3:00 p.m.	City Hall Upstairs Conference Room
November 17, 2011	3:00 p.m.	City Hall Upstairs Conference Room
December 1, 2011	3:00 p.m.	City Hall Upstairs Conference Room
December 15, 2011	3:00 p.m.	City Hall Upstairs Conference Room