

Attachment 3 On-Site Posting Requirements



CITY OF EAST PALO ALTO
Community Development Department - Planning and Housing Division
1960 Tate Street, East Palo Alto, CA 94303
Tel. No. 650.853.3189, Fax. No. 650.853.3179

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FROM: Guido Persicone, Planning Manager
Binh Nguyen, Contract Planner

SUBJECT: On-Site Posting Requirement for New Projects

The Planning Division will implement a policy change to its application review process that will require applicants to put up an on-site notice of development when they submit a new development application for review. This is one of several changes that are being implemented to fulfill a directive from the City Council to improve neighborhood outreach and participation in East Palo Alto.¹

This requirement will not have a significant budget impact because the applicant will be responsible for printing and posting the notice after it has been prepared by staff.

THE CURRENT OUTREACH PROCESS

At present, EPA residents are notified of new developments by Planning when proposals are scheduled to go to hearing before the Planning Commission. Outreach is typically conducted 10 to 15 days before a scheduled hearing through newspaper ads, postings on bulletin boards at City Hall and 1960 Tate, and mailings sent to property owners within 300 feet of a development site.

NEW ON-SITE POSTING REQUIREMENT

To further encourage public participation and community engagement, the Planning Division will require on-site noticing to be conducted as part of the outreach and notification process. This will occur soon after an application is submitted and will improve the existing notification process by informing community members about a proposal early on. It will help reach people who do not receive information through the current channels and help staff and project applicant address and mitigate community concerns before a project is scheduled for hearing or is approved by staff.

Details on the content, posting, maintenance, and placement conditions of the notice, as well as list of applications that are exempted from the on-site posting can be found on the attached information sheet (Attachment A). A draft of what the on-site notice will look like is shown on Attachment B.

¹ The on-site posting requirement will complement the proposed Preliminary Application Requirements ordinance that will go before the Planning Commission this September. This ordinance will require applicants of large or complex projects to conduct community outreach before a formal application can be submitted.



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Planning & Housing Division
1960 Tate Street, East Palo Alto, CA 94303
Phone: 650-853-3189 • Fax: 650-853-3179
E-mail: planning@cityofepa.org • Website: www.cityofepa.org/planning

EAST PALO ALTO ON-SITE NOTICING POLICY

An on-site notice is now required as part the Planning Division's application review. An application will be deemed incomplete until this requirement is fulfilled.

Important: A clear photo of the posted notice must be emailed or mailed to the project planner to demonstrate that the on-site posting requirement was fulfilled. Additional, photos may be submitted if more than one sign was required.

1. **Content – Planning staff will prepare the notice and email a PDF document that includes the following information to the applicant to print.**
 - A project description and rendering (if available)
 - Parcel information (i.e. address or location, zoning, and master plan area)
 - Project planner name and contact information
 - Name of applicant and property owner
 - A statement (in Spanish) that information is available in Spanish along with a staff contact.
 - Information of historical significance if the subject site was identified in accordance with the City 1994 Historic Resources Inventory List.

2. **Posting & Maintenance – The applicant will be responsible for printing and posting the sign on-site within one week of receiving the PDF file from staff.**
 - Signs for projects shall be printed on a minimum of 2'x3' weather resistant cardstock.
 - The sign must be posted while the project is under review.
 - The applicant is responsible for maintaining and replacing the notice if it is damaged.
 - The sign must take down within 15 days of a project's final decision (approval, denial, or appeal decision).

3. **Sign Placement**
 - The on-site notice must be placed on private property, within five feet of the public right-of-way, and between four and seven feet from the ground.
 - The sign must be visible to drivers and pedestrians from the public right-of-way.
 - One sign is required for each street frontage, however, residential properties on corners lots may put up a single sign at the front of the property.
 - One sign is required for every 500 feet (or fraction thereof) of street frontage regardless of lot location or zoning district.

4. **Exemptions – On-site noticing is not required for the following applications**
 - Applications not associated with a site (i.e. Zoning Text Amendment)
 - Lot line adjustments and mergers
 - Temporary Use Permits of less than 30 days
 - Sign Permits – Non-electronic signs
 - Sign Permits – Electronic signs measuring 10 square feet or less
 - Permits for accessory structures measuring 7' or lower and less than 200 square feet
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