## Department Activity

### Community Development Case Activity Trends

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Planning</th>
<th>Building</th>
<th>Code Enforcement</th>
<th>View</th>
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<td>FY 01-02</td>
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Planning Division (Zoning/Land Subdivision)

- Primarily Applications for Residential Remodels/Additions (6.6 new SFR’s/yr in last 10 years)
- Non-Residential Applications – Terranea Resort, Trump National Golf Club, Marymount Univ., Golden Cove Center, The Terraces Shopping Center
- 592 planning cases processed in FY 16/17 (typically: 5-10% PC decisions, 10-20% Director decisions, and 70-80% over-the-counter decisions)
- Preparation/Update of Long Range Plans
**SINGLE-FAMILY RESIDENTIAL DEVELOPMENT PROJECT PROCESS CHART**

1. **Applicant Contacts Planning Department:**
   - City planner determines whether Neighborhood Compatibility is triggered (see opposite page or Page 3 of the Handbook)
   - City planner provides applicant with City policies and handouts on the residential development process and project applications.

2. **Pre-Application Step (Voluntary)**
   - Applicant strongly encouraged to complete this voluntary step.

3. **Pre-Application Process Involves:**
   - Notification to at least the 20 closest neighbors (see Appendix E of the Handbook);
   - Conduct a neighborhood meeting for neighbors to review preliminary plans and state their position;
   - Applicant documents meeting attendees on neighborhood consultation form (see Appendix F of the Handbook).

4. **Application Submitted to Planning Department:**
   - Applicant submits project application with architectural plans to the Planning Department
   - Application assigned to a case planner
   - Case planner conducts a preliminary completeness review within 30 days from date of submittal.

5. **Height Variation Application or Neighborhood Compatibility Required?**
   - Yes
   - No

6. **Construction of Silhouette**
   - Case planner determines if an application is complete for processing based on application submittal requirements.

7. **Project Application Completeness Review**
   - Case planner sends letter to applicant requesting revisions to architectural plans or additional information.

8. **Application Re-submittal**
   - Applicant submits revised plans and/or additional information to case planner.

9. **Project Reviewed By Planning Commission?***
   - No
   - Yes

10. **60-Day Processing Clock Starts**
    - From the date the project application is deemed complete, the case planner has 60 days to mail the public notice, receive public input, and generate a staff report analyzing the project.

11. **Director’s Decision May Be Appealed Within 15-Days**
    - Yes
    - No

12. **Planning Director Review***
    - No
    - Yes

13. **City Council Hearing**
    - Yes
    - No

14. **Final Decision**
    - Yes
    - No

**Pursuant to the attached RPVMC Section 17.02.030(B)(2), the analysis of Neighborhood Compatibility involves:**

- Scale of surrounding residences, including structure size and lot coverage;
- Architectural styles and materials, including apparent bulk, height, façade treatment, and roof design; and,
- Setbacks (Front, Side and Rear)

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*The review process depends on the application requested. For more information see the flip side of this flow chart or Page 8 of the Neighborhood Compatibility Handbook, City Staff or the appropriate Code sections pertaining to the requested application. The above boxes outlined in bold represent steps involved in the analysis of Neighborhood Compatibility.*
Building & Safety Division

Structural plan check, Geology review, Drainage review

- 1,703 individual B&S cases processed in FY 16/17
- In-house Staff with outsourcing for drainage, engineering and geologic review
- Perform plan check and inspection services
- In-house Over-the-Counter Plan Checks (Tuesdays and Thursdays)
Code Enforcement Division

- Reactive vs. Proactive Policy
- 456 cases processed in FY 16/17
- Coordination with LA County Sheriff and City Attorney
- Short-Term Rentals
- Animal Control (including coyotes and peafowl)
- Massage Permits
View Restoration Division

- 90 cases processed in FY 16/17
- View Restoration
  - Restoring a view that is blocked by foliage
- View Preservation
  - Preserving a documented view that existed at the time or since the View Ordinance became effective (November 17, 1989) that is now blocked by foliage
- City Trees
  - Procedure to trim or remove view-impairing City Trees
  - Consolidated under the PW Dept.
- Wireless Telecommunication Facilities View Analysis
Other Department Responsibilities

– Wireless Telecommunication Permits
– General Plan Update
– NCCP Implementation
– Trails Network Plan
– Equestrian Use Regulation (4 Eq. Overlay Districts)
– Aircraft Noise Monitoring
– Economic Development
– Assistance with Open Space/Trail Implementation
Planning Commission Cases

- Planning Development Applications – Findings of Facts
  - Height Variations
  - Neighborhood Compatibility
  - Conditional Use Permits
  - Grading Permits
  - Master Sign Permits
  - Variances

- View Restoration and Preservations Applications

- Wireless Facilities (Public Right-of-Way)
Planning Commission Agenda Packet

- Staff Report with Attachments – released on the Thursday before the Commission meeting
  - Electronic Copy
    - CD or Website link
  - Hard Copy

- Site Visits

- Business Cards
Email Addresses

- PC@RPVCA.GOV
- PLANNING@RPVCA.GOV