

# AGENDA NO. 14C

ENHANCED NEIGHBORHOOD NOTIFICATION PROGRAM

POLICY NO. 300-014  
ADOPTED: 2-25-87  
REVISED: 2-14-90  
DRAFT: 4-23-07

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## I. ADVANCE MAIL NOTIFICATION & EXPANDED PUBLIC HEARING/ ADMINISTRATIVE DECISION MAIL NOTIFICATION OF DEVELOPMENT PROPOSALS (\*)

It is the policy of the City Council that property owners and tenants residing within 1,500-ft. from a proposed project site shall be given notice via mail within 15-days from the project submittal date. This notification shall be in addition to the required published notice in a newspaper of general circulation and the mailed notice which must be provided at least 10-days prior to any discretionary administrative decision on a project that requires public notice or on a project that requires a public hearing before the Planning Commission, Community Development Commission or City Council.

It is also the policy that the current 300-ft. mail notification radius to property owners shall be expanded to include property owners and tenants within 1,500-ft. and will be applicable to all mail notices including environmental processing notices (e.g. EIR Notice of Preparation/EIR Scoping Meetings, Notices of Availability, and pending decisions on Mitigated Negative Declarations). All costs associated with the advance and expanded noticing requirements shall be borne by the applicant and shall be set and periodically updated by the City Planner.

(\*) This type of notification applies to all discretionary project requests subject to a mail notice requirement.

## II. ON SITE SIGNAGE (\*\*)

It is the policy of the City Council that a "NOTICE OF PROJECT APPLICATION" shall be posted by the applicant on the project site within 15-days following submittal of a formal application for a project that requires a public hearing before the Planning Commission, Community Development Commission or City Council. The notice shall be designed in accordance with and shall include the information described in the City of Oceanside on site sign design/text information exhibit on file with the City and a "Certificate of Posting" shall be submitted to the City within 24 hours of posting.

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**All project site notices shall comply with the following:**

1. **Notice signs shall be posted at the most publicly visible location on site.**
2. **Sign material shall be durable enough to withstand the elements.**
3. **Signs shall be mounted to an existing building or secured to a ground-mounted pole with a minimum pole height of four (4) feet and a maximum pole height of six (6) feet.**
4. **Sign dimensions shall be: two (2) feet in height and three (3) feet in width.**
5. **Sign color background shall be yellow.**
6. **All letter colors shall be black.**
7. **Letter font shall be Arial.**
8. **Letter heights for the notice shall be as shown on the City's on-site sign design/text information exhibit on file in the City Planning Office.**
9. **Applicant or developer phrases or logos shall not be allowed.**
10. **Applicant shall obtain project planner approval of text, prior to posting.**
11. **Any removed or damaged notices shall be replaced within 5 days from receipt of such notification by the City. Failure to replace removed or damaged signs shall cause processing of a development proposal to be suspended.**

**(\*\*) This type of notification does not apply to discretionary administrative approvals.**

**III. NEIGHBORHOOD PLANNING AREA NOTIFICATION (\*\*\*)**

It is the policy of the City Council that residents within a neighborhood planning area receive a letter ~~postcard~~-type notice of public hearings scheduled for all proposed Land Use General Plan Amendments within that neighborhood planning area to be heard by the Planning Commission, Community Development Commission and City Council.

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It is also the policy that residents within a neighborhood planning area receive a **letter postcard-type** notice of public hearings scheduled for the Planning Commission **or Community Development Commission**, for applications located within the neighborhood planning areas involving Specific Plans, Zone Changes, Tentative Maps and/or Development Plans for all residential projects over 20 units, and for all commercial projects over 5 acres. Additionally, any of the above noted projects which are appealed to **or otherwise heard by** the City Council shall also be subject to the **letter postcard-type** notice to the residents within the neighborhood planning area. Costs associated with the noticing requirements shall be borne by the applicant **and shall be set and periodically updated by the City Planner.**

The 17 Neighborhood Planning Areas as identified in the Adopted Land Use Element of the General Plan shall serve as the approximate boundaries for the Neighborhood Notification Program. It is recognized that these boundaries do not directly match bulk postal carrier zone routes but do serve as the best available approximation of notice boundaries.

**(\*\*\*) This type of notification does not apply to discretionary administrative approvals.**

#### **IV. INTERESTED PARTY NOTIFICATION LIST (\*\*\*\*)**

**It is the policy of the City Council that a notification list shall be created to include all parties including neighborhood groups and homeowner associations who request notification of all projects subject to discretionary administrative review and approval that require public notice or of projects that require a public hearing before the Planning Commission, Community Development Commission or City Council.**

**(\*\*\*\*)This type of notification applies to all discretionary project requests subject to a mail notice requirement.**

**V. WEB BASED NOTIFICATION (\*\*\*\*\*)**

**It is the policy of the City Council that the application cover page of all projects subject to discretionary administrative review and approval that require public notice or of projects that require a public hearing before the Planning Commission, Community Development Commission or City shall be posted on the City's web site within 15-days from the project application submittal date. All costs associated with the advance and expanded noticing requirements shall be borne by the applicant and shall be set and periodically updated by the City Planner.**

**(\*\*\*\*\*) This type of notification applies to all discretionary project requests subject to a mail notice requirement.**

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