

## FW: Community Development Update

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From: Wiener, Marc CD (mwiener@lagunabeachcity.net)

To: david69g@yahoo.com

Date: Friday, August 20, 2021, 09:06 AM PDT

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Here you go David.

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**From:** Brown, Christina CD <cbrown@lagunabeachcity.net>

**Sent:** Thursday, June 17, 2021 4:30 PM

**Subject:** Community Development Update

Dear Design Professionals,

The following is an update of recent activity and policy changes in the Community Development Department:

### **New and Updated Handouts**

Planning and Zoning applications submitted to the City are often routed back to the applicants to provide additional information or make corrections to the plans. The current back and forth between planners and architects coupled with the high volume of project applications creates delays in the review process. Our goal is to help you submit plans that are complete at the first submittal by providing clearer information up front. To achieve this we have updated the '[Project Submittal Requirements for Planning/Zoning Review](#)' checklist that includes a list of common project types and the required plan sheets depending on the type of project. The checklist includes hyperlinks to sample plan sheets and full set of plans that identify information commonly missing on the plans. The Checklist and sample plans are also available on the City website and at the front counter upon request.

Earlier this year, the City Council adopted an ordinance regulating wireless telecommunication facilities, which is currently in effect. The City created a [Wireless Facility Permit Application](#) for any new, collocated, or modified wireless facility located in the public right-of-way. This fillable application identifies different types of review process and a summary of the new ordinance with hyperlinked references.

### **Projects in the Three Arch Bay Area**

For projects in the Three Arch Bay Area (TABA), the City encourages property owners to comply with TABA's guidelines but does not enforce or require compliance with those guidelines. However, the City's Municipal Code Section 25.44.060 (Architectural Design Criteria) provides TABA with the opportunity to submit a comment letter prior to City approval of plans, which must be in a timely manner. For this reason, the City will provide notification to TABA and provide 30 days in which to submit any comments. This applies to projects in both the Planning/Zoning and Building Plan Check processes. Whether or not the City receives comments within that time frame, the City will render a decision consistent with applicable regulations and/or issue a building permit for approved development projects.

### **Counter Time**

The City has over 70 counter interactions on any given day, while there are only four windows to assist customers. This inevitably causes longer wait times, sometimes leading to situations where the customers need to come back the following day. To minimize this issue, sign-ins after 4pm will be limited to matters that can be addressed quickly. Additionally, permit technicians will notify applicants via email to pick up corrections from the lockers located left of the main entrance for pick up.

**So Kim**

Assistant Director of Community Development

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**Phone:** (949) 497-0736

**Email:** [skim@lagunabeachcity.net](mailto:skim@lagunabeachcity.net)

505 Forest Avenue, Laguna Beach, CA 92651

[www.lagunabeachcity.net](http://www.lagunabeachcity.net)

