

DIVISION II. SPECIFIC INCIDENTAL LAND USES

Chapter 19.670 PUBLIC HEARINGS AND NOTICE REQUIREMENTS

19.670.020 Notice requirements for administrative discretionary permits with no public hearing.

A. *Minor Conditional Use Permit and Variance.*

1. Public notice of the consideration of a proposed minor conditional use permit in all zones shall be provided by the Community & Economic Development Department Director, or his/her designee, by mailing such notice to the property owners within 300 feet of the exterior boundaries of the property under consideration.
 - a. For new development requiring a minor conditional use permit within the Business Manufacturing Park (BMP) & General Industrial (I) Zones, the notification radius shall be extended to 1,000 feet.
2. Public notice of the consideration of a proposed variance in any zone shall be provided by the Community & Economic Development Department Director, or his/her designee, by mailing such notice to the property owners adjacent to the boundaries of the property under consideration. When the variance request is regarding a corner lot and will pertain to a rear or side yard setback, such notice shall be given to the owners of property directly across each street from the proposed side or rear yard encroachment as well as to the owners of abutting property.
3. For mailing purposes, the last known name and address of such owners and occupants as ~~are~~ shown on the latest available equalized assessment roll of the County Assessor shall be used. Such notices shall identify the property under consideration and indicate the nature of the proposed permit.
4. The public notice shall:
 - a. Be sent no later than 14 days after acceptance of a complete and accurate application;
 - b. Invite interested persons to notify, in writing, the Planning Division of any concerns, comments or to make a request to be further notified of actions relating to the proposed variance or minor conditional use permit during a 15-day comment and review period commencing with the date of the notice;
 - c. Specify that only those specifically requesting to be further notified of actions relating to the application will be so notified of decisions, appeals or requests for City Council review; and

-
- d. Specify that, at the end of the 15-day comment and review period, the Community & Economic Development Department Director's or Development Review Committee's final report and recommendations will be issued, initiating a ten-day appeal period during which time any interested person may appeal to the decision the appropriate Appeal Authority.
 - 5. For variances in any residential zone where the applicant has obtained the written approval of the adjacent property owners, no public notices, comment period or appeal period is required.
 - 6. The Community & Economic Development Department Director's decision is final, except that the applicant may appeal the decision within ten days of the mailing of written notice of decision.
 - 7. Noticing distance requirements for individual uses may vary. Refer to Article VII, Specific Land Use Provisions.
- B. *All other administrative, discretionary permits.*
- No notice is required for other administrative, discretionary actions without a public hearing, unless specified.
- (Ord. 7552 §33, 2021; Ord. 7487 §3, 11-5-2019; Ord. 7331 §103, 2016; Ord. 6966 §1, 2007)

19.670.030 Notice of hearing for discretionary actions requiring a public hearing.

Notice of the hearing shall be given in all of the following ways:

- A. Notice of the hearing shall be mailed or delivered, at least ten days prior to the hearing, to:
 - 1. The owner of the subject real property or the owner's duly authorized agent, and the project applicant.
 - 2. Each local agency expected to provide water, sewage, streets, roads, schools or other essential facilities or services to the project.
 - 3. All owners of the subject real property on the latest County Assessor records ~~of the County Assessor and occupants~~ within 300 feet ~~of the real property~~. For new development requiring a Conditional Use Permit within the Business Manufacturing Park (BMP) & General Industrial (I) Zones, the notification radius shall be extended to 1,000 feet.
 - 4. If the number of owners to whom notice would be mailed or delivered is greater than 1,000, the City may, in lieu of mailing or delivering the notice, provide notice by placing an advertisement of at least one-eighth page in at least one newspaper of general circulation within the City at least ten days prior to the hearing.
- B. The notice shall be published in at least one newspaper of general circulation within the City at least ten days prior to the hearing.
- C. Noticing distance requirements for individual uses may vary. Refer to Article VII, Specific Land Use Provisions.

(Ord. 7552 §34, 2021; Ord. 7331 §103, 2016; Ord. 6966 §1, 2007)

19.670.130. On-site notification signage for projects in the Industrial Zones

Notice of filing for new development projects within the Business Manufacturing Park (BMP) & General Industrial (I) Zone shall also be made by posting of physical signage on the site by the applicant when a Minor Conditional Use Permit or Conditional Use Permit is being considered.

1. Purpose: The on-site notification signage requirement is intended to notify neighbors of the affected project area and the community at large early in the review process, allowing the applicant and the City to consider citizens' comments throughout all stages of project review.
2. Specific Plan requirements:
 - a. In any specific plan district where specified industrial uses require a Minor Conditional Use Permit or Conditional Use Permit by the current industrial zoning designation, a Notice of Filing sign shall be required.
2. Sign criteria/maintenance: Posting of required on-site notification signage shall comply with the following:
 - a. Sign size and specifications.
 - i. Sign(s) shall be four feet high by eight feet wide.
 - ii. Sign(s) shall be attached by ground-mounted stake(s) or post(s) not less than 6 feet in height from ground surface.
 - iii. Signs shall not be affixed to buildings or other structures.
 - iv. Signs shall contain the following information:
 1. City of Riverside Logo;
 2. "Notice of Filing" lettering;
 3. Planning project case number;
 4. Brief project description;
 5. Project location including Accessor Parcel Number(s) (APNs);
 6. Project applicant name and contact information;
 7. Contact information for the City Planning Division; and
 8. Other information as determined to be necessary by the Community & Economic Development Director or designee, including but not limited to a standardized design template published by the Planning Division.
 - b. Location and installation standards. All sign(s) shall be installed according to the specifications determined by the Planning Division.
 - i. Signs shall be posted on each public street frontage.

ii. A minimum of one sign shall be posted for every 300 lineal feet of public street frontage.

iii. Corner Lots.

1. Where two street frontages intersect, one sign posted at the corner facing the intersection shall satisfy the posting requirement for the first 300 lineal feet of frontage for both streets facing the interchange.

iv. Signs shall be located no more than three feet behind the property line closest to, parallel to, and clearly visible from the street.

v. Signs shall not be located within the public right of way.

vi. Additional signs may be required as determined by the Planning Division.

c. Timing.

i. All notification sign(s) shall be installed within 60 days of application submittal.

ii. Signs shall remain in place throughout the entire project review period and shall not be removed prior to the expiration of the appeal period of the final action taken on the project.

iii. Signs shall be removed no later than 14 days following the expiration of the final appeal period or withdrawal of the application.

d. Sign removal and maintenance.

i. All sign(s) must be kept adequately maintained in a legible state and remain in place until the final decision on the application has been made or the application is withdrawn.

ii. Changes to the nature of the project or the requested entitlements shall necessitate updates to the posted notification signage to the satisfaction of the Planning Division.

iii. Failure to remove the sign within the prescribed time period will result in the withholding of any post-entitlement permits.

3. The project application shall not be deemed complete until the required notification signage is installed.

4. A Notification Signage Exhibit may be required to identify the proposed location of signage and verify compliance with these requirements.