

City of Los Alamitos Administrative Regulation

Regulation:	9.1
Title:	Guidelines for Projects of Significance
Authority:	City Manager per Council Minute Action
Date:	April 17, 2023
Revised:	

- 1. Purpose:** Notification to the City's residents and those potentially impacted by significant development projects is an important part of the City's efforts to improve inclusion and transparency. By ensuring that the public is aware of projects that will come before the City's various boards and commissions for consideration, we ensure that the public has an opportunity to learn about the proposed projects and to offer their input. The guidelines outlined in this policy will enhance the City's notification standards in an effort to provide for a better informed constituency.

- 2. Application:** This policy shall apply to any project within the City that is more than one acre in total site area or has a unit count of 100 or more.

- 3. Policy:**
 - A. Written Notice:** When a notice is required per the City's Municipal Code and/or the Government Code, notice shall be mailed or delivered to affected owners and tenants within a 1,000-foot of the real property that is the subject of the notice not less than 10 calendar days before the scheduled hearing

 - B. Project Landing Page:** City Staff shall ensure a landing page for the project is available on the City's website that will include the following information at a minimum:
 - Project summary
 - Renderings (if available)
 - Company name and biography
 - Project contact information

 - C. Electronic Notification:** Notification of projects will be included in the City's E-Newsletter and Social Media platforms with a link to the City's Project Landing page

 - D. Project Signage:** Provide signage on the subject property (no smaller than 3 feet x 5 feet) that includes a rendering of the proposed project, company name, project contract information, and QR Code linked to the information page on the City's website.

E. Neighboring Jurisdiction Notification: When a proposed project's 1,000-foot radius extends into a neighboring jurisdiction, a certified letter with the project information and QR code must be sent to that jurisdiction with a request that such information be posted on the subject city's website and social media platforms.