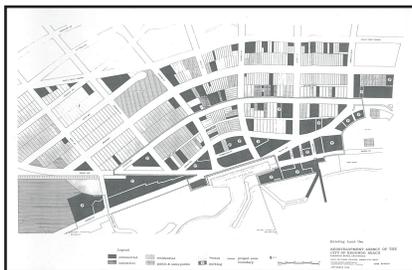


## Redondo Beach Planning Department

This handout describes some of the basic responsibilities of Current Planning Staff. The Planning Department helps guide the City's Land Use Policy and reviews proposed development to ensure all applicable regulations are satisfied, including Design Guidelines, Zoning Code, California Environmental Quality Act (CEQA), the Subdivision Map Act, Historic Preservation, and Coastal Requirements.

The Planning Staff makes decisions on projects that do not require approval by the City's Planning Commission. Listed below are some of the duties performed by the Planning Department:

1. Current Planning
  - Zoning information and interpretation
  - Zoning Code plan check
  - Administrative design review
  - Modifications
  - Guides proposed projects through the planning process
2. Advanced Planning
  - Prepare and update Zoning Code and General Plan



## Current Planning

### Zoning Information and Interpretation

The Planning Staff provides information on zoning and development standards for new uses and new construction. The City is divided into several zones, including residential, commercial, industrial, mixed use and other special districts. Within each zone, certain uses are allowed by right and other uses are allowed only with a Conditional Use Permit (CUP). Development standards guide the physical design of buildings by regulating their height and location. Project applicants receive advice on these provisions of the Zoning Ordinance at the Planning Counter and by telephone.

Counter hours are 7:30 a.m. - 12:00 noon.  
Appointments may be set up  
between 1:00 p.m. and 5:30 p.m.  
City Hall is closed every other Friday.

Please call ahead.  
(310) 318-0637

### Zoning Code Plan Check

All construction projects are submitted for review by the City. Minor projects, such as signs, detached garages, or the location of swimming pools, fences, and water heaters may be approved with proper plans over the counter. Larger and more complex projects such as second-story additions and major remodels must be submitted for a more thorough plan check. The Planning Staff works with property owners, contractors, and architects to ensure compliance with the City's Development Standards and Design Guidelines.

## Administrative Design Review

The designs of proposed projects are reviewed by the Planning Staff, which are performed concurrently with Zoning Code plan checks. The Planning Staff uses the Design Guidelines adopted by the City to help guide the Administrative Design Review. The Design Guidelines encourage porches, garages set off the street, and additional second-story setbacks. Staff can approve the design for some of the following projects:

Additions to single-family residences

New single-family residences

Minor additions to condominiums (with written HOA approval), multi-family, and commercial developments

Signs

### Modifications

Projects that are unable to comply with all development standards may apply for a modification or variance. Staff-approved modifications provide minor relief from development standards, as outlined by the Zoning Code. Modifications require an application, fee, and notification of neighboring property owners and take approximately 20 days to process with an additional 10-day appeal period. More substantial deviation from the development standards requires a variance that is reviewed by the City's Planning Commission.

## **Guiding Proposed Projects through the Planning Process**

### **Initial Meeting with Planning Staff**

Gather information and discuss proposed project (bring pictures, plans, descriptions, or sketches if possible). Determine the type of approval the project requires.

### **Preliminary Review of Plans**

Review plans for compliance with development standards prior to formal submission. At this point, very simple construction projects may be approved over the counter, while more complex projects must be submitted for review.

### **Project Submission**

Complex projects must be submitted for review through the Building Department for zoning plan check and Administrative Design Review. Projects should be submitted with 3 sets of plans for simultaneous review by the Building and Safety Department, the Engineering Department, the Fire Department, and the Planning Department. Initial Planning plan check is usually completed within 4 weeks of submission and a list of written corrections will be provided. Corrections must be completed and resubmitted for additional review.

### **Project Approval**

After a project has received all proper approvals, applicant may pull appropriate building permits and proceed with construction.

### **Appeal Period**

Staff decisions may be appealed to the Planning Commission.

Note: Historic and Coastal Projects may require additional review.



**Planning Department**  
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## **The Planning Department**

Prepared by the  
Redondo Beach Planning  
Department

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