



STAFF REPORT
CATHEDRAL CITY PLANNING COMMISSION

MEETING DATE: March 5, 2025

CASE NO.: Public noticing requirements

APPLICANT: City of Cathedral City

LOCATION: City-wide

REQUEST: Discussion of public noticing requirements and possible changes to the zoning ordinance.

STAFF PLANNER: Sandra Molina, Deputy Director of Development Services

RECOMMENDATION:

Discuss the noticing requirements and direct staff to amend the zoning ordinance, as appropriate.

BACKGROUND:

At a previous meeting commissioner Mead raised the topic of including public notice to residents in apartment complexes and similar nonowner occupied communities to afford those residents the opportunity to participate in public meetings on projects in proximity to their homes.

DISCUSSION:

Certain land use applications, such as conditional use permits, variances and subdivisions require notice of the associated public hearing.

The California Government Code establishes standards for the content of the public notice as well as the timing of providing the notice.

As it pertains to mailed notices, Government Code section 65091 establishes that written notice must be provided at least 10 days prior to the public hearing as follows:

- Mailed to the property owner of the subject property;
 - Mailed to the property all property owners within a 300-foot radius of the property,
 - Mailed or delivered to each local agency that provides services, e.g. water, sewer, etc.
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The Government Code also allows the local jurisdiction to expand the requirements in any other manner it deems necessary or desirable.

The Zoning Ordinance contains provisions similar to the Government Code. For example, conditional use permits require publishing and written notices to be mailed out to properties owners within a 300-foot radius.

Some cities in Coachella Valley provide the minimum 300-foot radius notification requirements of the Government Code, while others have expanded the notification radius and added additional requirements. The table below shows the notification requirements of agencies within Coachella Valley and a few outside of the Valley.

City/Agency	Notification Radius	Additional Requirements
Coachella Valley		
Cathedral City	300 feet	None
Coachella	300 feet	500 feet for wireless telecommunication facilities
Desert Hot Springs	300 feet	None
Indian Wells	300 feet	Notice to tenants and property managers of commercial property, owner's associations
Indio	500 feet	<ul style="list-style-type: none"> • Onsite posting • Neighborhood meeting
La Quinta	500 feet	None
Palm Desert	500 feet 1,000 feet for sites of 5 acres or more	<ul style="list-style-type: none"> • HOAs in a common interest developments • Noticing of ARC meetings that will require PC/CC approval • On-site signs • Community Engagement
Palm Springs	500 feet	Onsite posting
Rancho Mirage	500 feet	1,000 feet if mailed notices are less than 25
County of Riverside	300 feet	Onsite posting with legislative application
Outside of Coachella Valley		
Irvine	500 feet	Onsite posting
Ontario	300 feet	Onsite posting
Moreno Valley	600 feet	None
Rancho Cucamonga	660 feet	Onsite posting for large projects, high intensity projects, an EIR, or legislative acts
Temecula	600 feet	Onsite posting

Many of the jurisdictions surveyed provide mailed notification at 500 feet or more. A few cities in the Coachella Valley also require a sign to be posted on the site. This practice appears more common in jurisdictions outside of the City.

The City of Palm Desert recently updated their notification requirements and it is the most robust of the cities surveyed. Their revisions are attached for reference.

The Palm Desert changes include:

- Increased the notification radius for properties less than 5 acres to 500 feet. Properties of 5 acres or more already require a notification radius of 1,000 feet.
- Notification includes notice to associations governing common interest developments.
- Noticing of ARC meetings of project that will require PC/CC approval
- For zoning administrator level projects, increased the notification radius to 500 feet
- Onsite posting of public hearing signs, the number based on the parcel size and acknowledgement that the sign(s) were posted
- The Community Engagement provisions were revised to require the submittal of a Plan for project 5 acres in size or greater and requiring discretionary review, the number of outreach meetings increased to two, content of written publications and invitations, and submittal of a summary report.

The City of Indio also requires a Neighborhood Review meeting, which is required to be done prior to submittal of a formal application that would be subject to Planning Commission review. These requirements are also attached for reference.

The purpose of the outreach efforts is to provide project information to the community that will ultimately receive notice of public hearings. The meetings are developer led intending to be a developer-neighborhood interaction. City staff is not an active participant and may not even attend. The outreach efforts for both Palm Desert and Indio include the procedures for providing the meeting and post meeting documentation to the City.

It should be noted that the above requirements, while expanding the public notification requirements fall short of addressing the concern of the Commission regarding notice to residents within apartment complexes and similar communities. To address this, the City may require that mailed notice be provided to all owners and occupants of real property within the mandated radius. In the case of apartments, notice to occupants could include coordination with property managers or identifying the mailing address of all units within the complex.

Staff recommends that the Planning Commission review the information provided and consider whether the zoning ordinance should be amended to establish the following:

Notification Standard	Proposed Changes
Notification radius	<ul style="list-style-type: none"> • Increase to 500 feet for project sites less than 5 acres • Increase to 1,000 feet for project sites of 5 acres or more
Notice provided to:	<ul style="list-style-type: none"> • Real property owners and occupants within the project site and mandated radius • Tenants within commercial properties • Residents within apartment complexes and similar communities
Onsite public hearing signs	<ul style="list-style-type: none"> • Require posting of public hearing signs on project sites • The number and size based on parcel size
Neighborhood outreach	<ul style="list-style-type: none"> • Require neighborhood outreach for discretionary projects on project sites of 5 acres or more and establish procedures

ATTACHMENTS:

1. Palm Desert Staff Report and Proposed Noticing Amendments
2. City of Indio Neighborhood Review Meetings