

REPORT TO CITY COUNCIL

DATE: DECEMBER 8, 2021

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: NATHAN HAMBURGER, CITY MANAGER

**BY: DENICE THOMAS, COMMUNITY DEVELOPMENT DIRECTOR
JESSICA CLEAVENGER, SENIOR PLANNER**

**SUBJECT: RECEIVE AND FILE THE CITY OF AGOURA HILLS HOME OWNER'S
ASSOCIATION/HOME OWNER'S GROUP DISCRETIONARY
PLANNING APPLICATION POLICIES AND PROCEDURES**

This report seeks City Council approval to adopt a Home Owner's Association (HOA)/Home Owner's Group Policy and Procedure Manual regarding development applications submitted to the City's Planning Division that require discretionary review.

As a courtesy, the City of Agoura Hills (City) notifies HOAs and Home Owner's Groups of proposed development applications that are submitted to the City's Planning Division which require a discretionary review. The City Planning Division held two virtual meetings with representatives of the HOAs and Home Owners Groups on September 14, 2021, and October 20, 2021. During the meetings, staff listened to feedback from the representatives regarding the City's current process, and discussed and drafted the proposed Policy and Procedure Manual (Attachment A: PPC-2021-001 HOA Planning Application Procedure).

Under the proposed policy and procedure manual, the City's Planning Division will notify the HOA or Home Owner's Group of a project proposed within their community and route the proposed plans to the HOA/Home Owner's Group designated point-of-count upon official submittal of the application to the City. The HOA/Home Owner's Group will have 15 business days to respond to the City with a comment letter and (where appropriate) a copy of the plans with suggested changes. The City's Case Planner will then provide the comment letter and copy of the plans to the Applicant and/or Property Owner and attempt to work with them to make the suggested changes. The City's Case Planner will route any revised plans to the HOA/Home Owner's Group designated point-of-contact again prior to the scheduled City Council or Planning Commission meeting. If the HOA or Home Owner's Group wishes to provide additional comments based on the revised plans, those comments will be included as part of the City Council or Planning Commission agenda packet for that item.

The purpose of the proposed policy and procedure is to address concerns expressed by some of the HOAs and Home Owner's Groups regarding the noticing of planning

applications (specifically discretionary applications) and not feeling there is enough time to review the plans and provide comments back to the City. The proposed policy and procedure also allows the City to move a development application forward in the event a comment letter or response from the HOA/Home Owners Group is not received.

As part of this updated policy, the City is going to create a web page on the City's existing website that includes the public contact information for all HOAs and Home Owner's Groups. The City will use this public contact information to direct residents applying for ministerial planning approvals and building permits that require HOA/Home Owner's Group approvals. In order to ensure the contact information is accurate and current, the City is requesting that every HOA and Home Owner's Group notify the City within 15 business days when the contact information changes.

This report is presented to the City Council as a receive and file informational item and no further action is required.

RECOMMENDATION

Staff respectfully requests the City Council receive and file the Home Owner's Association (HOA)/Home Owner's Group Policy and Procedure Manual.

Attachment: PPC-2021-001 HOA Planning Application Procedure



"Gateway to the Santa Monica Mountains National Recreation Area"

Policy and Procedure Manual

Subject: HOA Planning Application Procedure
P&P #: PPC-2021-001
Date: December 8, 2021

Approved By: City Council
Reviewed By: Nathan Hamburger, City Manger
Prepared By: Denice Thomas, Community Development Director
Jessica Cleavenger, Senior Planner

SECTION 1: BACKGROUND:

Purpose

The purpose of the HOA Planning Application Procedure manual is to address concerns expressed by the HOAs and Home Owner's Groups regarding the timing of noticing of planning applications (specifically discretionary applications). The proposed policy and procedure also allows the City to move a development application forward in the event a comment letter or response from the HOA/Home Owners Group is not received.

Establishment of an HOA/Home Owner's Group Point-of-Contact

As part of this policy, the City will create and host a web page on the City's existing website that includes the contact information for all HOAs and Home Owner's Groups for the use of the public. The City will also use this contact information to direct residents applying for ministerial planning approvals and building permits that require HOA/Home Owner's Group approvals. In order to ensure the contact information is accurate and current, the City has requested that every HOA and Home Owner's Group notify the City within 15 business days when the contact information changes.

SECTION 2: TIMELINE AND NOTICE REQUIREMENTS:

Five Action Steps:

Step 1: Project Referred by City Case Planner to HOA

- 1) Upon official submittal of a discretionary development application to the City, the City's Planning Division Case Planner will notify the HOA or Home Owner's Group of a project proposed within their community and route the proposed plans to the HOA/Home Owner's Group designated point-of-contact.

Step 2: Response by HOA/Home Owner's Group Representative

- 2) The HOA/Home Owner's Group will have 15 business days to respond to the City with a comment letter and (where appropriate) a copy of the plans with suggested changes.

Step 3: Corrections Provided to the Applicant

- 3) The City's Case Planner will then provide the comment letter and copy of the plans (with suggested changes, if provided) to the Applicant and/or Property Owner and attempt to work with them to make the requested changes.

Step 4: Prior to a Public Hearing

- 4) The City's Case Planner will route any revised plans to the HOA/Home Owner's Group designated point-of-contact again prior to the scheduled City Council or Planning Commission meeting.

Step 5: Public Hearing Agenda Packets

- 5) If the HOA or Home Owner's Group wishes to provide additional comments based on the revised plans, those comments will be included as part of the City Council or Planning Commission agenda packet for that item.