



Los Angeles County
Department of Regional Planning



Planning for the Challenges Ahead

August 25, 2008

Bruce W. McClendon FAICP
Director of Planning

TO: DRP Staff

FROM: Bruce W. McClendon, FAICP
Director of Planning

A handwritten signature in black ink, appearing to read "B. McClendon".

**Subject: Subdivision & Zoning Ordinance Interpretation No. 05-2008
Notification of Action Taken and Speaker Cards**

This memo provides policy for modifying the notification of action taken for public hearings as defined in Section 22.60.190 of the Los Angeles County Code.

Section 22.60.190.B requires the notification (of the action taken) by first class mail, postage prepaid, of the first three persons testifying in opposition to the request and the first three persons testifying in favor of the request.

Relative to the Hearing Examiner Procedure that was heard by the Board of Supervisors on August 5, 2008, the Board made a motion that the notification of the action taken by the Hearing Officer, Hearing Examiner, and Regional Planning Commission should include every member of the public who testifies at their respective hearings. To the extent possible consistent with Section 22.60.190.B, such noticing shall be done by electronic-mail.

The Board of Supervisors subsequently, on August 12, 2008, required that all County Commissions use speaker cards. The speaker cards replace the sign-in sheets used for the Hearing Officer and Planning Commission. The speaker cards contain the contact information necessary to give notice of the action taken by a hearing body. Speaker cards shall be used for all public hearings and community meetings as appropriate.