

PLANNING COMMISSION
Garry Rowe, Chair
Anthony Adams, Vice Chair
Angel Borja
Jessie Pooni
Vinay Tewari
Emi Theriault
Michael Zeiss



PLANNING COMMISSION MEETING

Second and Fourth Tuesday
Every Month

A G E N D A

REGULAR MEETING OF THE CITY OF SUISUN CITY

PLANNING COMMISSION

TUESDAY, MAY 11, 2021

6:30 P.M.

SUISUN CITY COUNCIL CHAMBERS -- 701 CIVIC CENTER BOULEVARD -- SUISUN CITY, CALIFORNIA

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), and Executive Order released on March 12, 2020, the following Planning Commission meeting may include teleconference participation by: Commissioners Anthony Adams, Angel Borja, Jessie Pooni, Vinay Tewari, Emi Theriault, Michael Zeiss and Chair Garry Rowe. Teleconference locations are on file at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585.

PER CITY POLICY, MEMBERS OF THE PUBLIC ARE REQUIRED TO WEAR FACE MASKS WHILE IN CITY FACILITIES. IF YOU DO NOT HAVE A FACE MASK, ONE WILL BE PROVIDED FOR YOU.

THE PLANNING COMMISSION HAS RESUMED IN-PERSON MEETINGS IN ADDITION TO ZOOM. A LIMITED NUMBER OF SEATS ARE AVAILABLE, TO RESERVE A SEAT PLEASE CONTACT THE CITY CLERK AT clerk@suisun.com OR 707 421-7302.

ZOOM MEETING INFORMATION:

WEBSITE: <https://zoom.us/join>

MEETING ID: 820 1292 0319

CALL IN PHONE NUMBER: (707) 438-1720

TO VIEW TONIGHT'S MEETING ON SUISUN WEBSITE, LIVESTREAM

(URL: <https://www.suisun.com/government/meeting-video/>)

REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE PLANNING COMMISSION MEETING

BY EMAILING CLERK@SUISUN.COM (PRIOR TO 5pm) OR

VIA WEBSITE OR PHONE APPLICATION, ZOOM

*(If attending the meeting via phone press *9 to raise your hand and *6 to unmute/mute for public comment.)*

(Next Resolution No. PC 21-05)

DEPARTMENTS: AREA CODE (707)

ADMINISTRATION 421-7300 ■ PLANNING 421-7335 ■ BUILDING 421-7310 ■ FINANCE 421-7320
FIRE 425-9133 ■ RECREATION & COMMUNITY SERVICES 421-7200 ■ POLICE 421-7373 ■ PUBLIC WORKS 421-7340
SUCCESSOR AGENCY 421-7309 FAX 421-7366

ROLL CALL

Planning Commissioners
Pledge of Allegiance
Invocation

CONFLICT OF INTEREST NOTIFICATION

(Any items on this agenda that might be a conflict of interest to any Councilmembers / Boardmembers should be identified at this time.)

REPORTS: (Informational items only.)

1. City Manager/Staff

PRESENTATIONS: NONE**CONSENT CALENDAR**

Consent calendar items requiring little or no discussion may be acted upon with one motion.

2. Planning Commission Approval of the Minutes of the Regular Meeting of the Suisun City Planning Commission held on April 13, 2021 - (Pock: dpock@suisun.com).

PUBLIC COMMENTS

(Request by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda per California Government Code §54954.3. Comments are limited to no more than 5 minutes unless allowable by the Chair. Speaker cards are available on the table near the entry of the meeting room and should be given to the Clerk. By law, no prolonged discussion or action may be taken on any item raised during the public comment period, although informational answers to questions may be given and matters may be referred for placement on a future agenda.)

PUBLIC HEARING NONE**GENERAL BUSINESS**

3. Discussion and Direction: Good Neighbor Policy – (Kearns: jkearns@suisun.com).

REPORTS: (Informational items only.)

4. a. Commission Members
b. Commission Chairperson

ADJOURNMENT

A complete packet of information containing staff reports and exhibits related to each item for the open session of this meeting, and provided to the City Council/Commissions, are available for public review at least 72 hours prior to a Council /Agency/Authority/Commission Meeting at Suisun City Hall 701 Civic Center Blvd., Suisun City. Agenda related writings or documents provided to a majority of the Council/Board/Commissioners less than 72 hours prior to a Council/Agency/Authority/Commission meeting related to an agenda item for the open session of this meeting will be made available for public inspection during normal business hours. An agenda packet is also located at the entrance to the Council Chambers during the meeting for public review. The City may charge photocopying charges for requested copies of such documents. Assistive listening devices may be obtained at the meeting

PLEASE NOTE:

1. The City Council/Agency/Authority/Commission hopes to conclude its public business by 10:00 P.M. Ordinarily, no new items will be taken up after the 10:00 P.M. cutoff and any items remaining will be agendaized for the next meeting. The agendas have been prepared with the hope that all items scheduled will be discussed within the time allowed.

2. Suisun City is committed to providing full access to these proceedings; individuals with special needs may call 421-7300.
3. Agendas are posted at least 72 hours in advance of regular meetings at Suisun City Hall, 701 Civic Center Boulevard, Suisun City, CA. Agendas may be posted at other Suisun City locations including:
 - Suisun City Fire Station, 621 Pintail Drive, Suisun City, CA;
 - Suisun City Senior Center, 318 Merganser Drive, Suisun City, CA;
 - Joe Nelson Center, 611 Village Drive, Suisun City, CA;
 - Harbor Master Office, 800 Kellogg Street, Suisun City, CA.

I, Donna Pock, Deputy City Clerk for the City of Suisun City, declare under penalty of perjury that the above agenda for the meeting of May 11, 2021 was posted and available for review, in compliance with the Brown Act.

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PLANNING COMMISSION
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 Michael Zeiss



PLANNING COMMISSION MEETING

Second and Fourth Tuesday
 Every Month

MINUTES

REGULAR MEETING OF THE CITY OF SUISUN CITY

PLANNING COMMISSION

TUESDAY, APRIL 13, 2021

6:00 P.M.

SUISUN CITY COUNCIL CHAMBERS -- 701 CIVIC CENTER BOULEVARD -- SUISUN CITY, CALIFORNIA

NOTICE

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(Next Resolution No. 21-03)

DEPARTMENTS: AREA CODE (707)

ADMINISTRATION 421-7300 ■ PLANNING 421-7335 ■ BUILDING 421-7310 ■ FINANCE 421-7320
 FIRE 425-9133 ■ RECREATION & COMMUNITY SERVICES 421-7200 ■ POLICE 421-7373 ■ PUBLIC WORKS 421-7340
 SUCCESSOR AGENCY 421-7309 FAX 421-7366

CALL TO ORDER

Chairperson Garry Rowe called meeting to order at 6:05 p.m.

ROLL CALL**Planning Commissioners Present:**

Vice Chair -Garry Rowe
Commissioner - Anthony Adams
Commissioner - Angel Borja
Commissioner - Jessie Pooni
Commissioner - K. Emi Theriault
Commissioner – Michael Zeiss

Commissioner Absent:

Commissioner – Vinay Tewari

Pledge of Allegiance was led by Chairperson Rowe

Invocation was given by Senior Planner Kearns

CONFLICT OF INTEREST NOTIFICATION NONE

(Any items on this agenda that might be a conflict of interest to any Councilmembers / Boardmembers should be identified at this time.)

REPORTS: (Informational items only.)**1. City Manager/Staff**

Senior Planner Kearns reported there are a lot of projects moving forward that staff is processing, such as development applications that will come to the Planning Commission. The next meeting of the Planning Commission is April 27, 2021

CONSENT CALENDAR

Consent calendar items requiring little or no discussion may be acted upon with one motion.

2. Planning Commission Approval of the Minutes of the Regular Meeting of the Suisun City Planning Commission held on February 23, 2021 - (Pock: dpock@suisun.com).

Commissioner Theriault commented her suggested amendment to the Bylaws was not included in the minutes; Section 6.3, what to do when reopening public meetings, which was approved by consensus. Senior Planner Kearns did include in the amended Bylaws.

Motion by Commissioner Zeiss and seconded by Commissioner Adams to approve minutes with the amendment. Motion passed by the following roll call vote:

AYES: Borja, Pooni, Theriault, Zeiss, Adams, Rowe

ABSENT: Tewari

PUBLIC COMMENTS

(Request by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda per California Government Code §54954.3. Comments are limited to no more than 5 minutes unless allowable by the Chair. Speaker cards are available on the table near the entry of the meeting room and should be given to the Clerk. By law, no prolonged discussion or action may be taken on any item raised during the public comment period, although informational answers to questions may be given and matters may be referred for placement on a future agenda.)

Steve Olry commented on the City budget and spending, size of our police department, infrastructure, and needed business development.

George Guynn commented on low income housing not paying its own way and cars parking on both sides of street near a corner creates a blind spot.

PUBLIC HEARING NONE

GENERAL BUSINESS

3. Scoping Meeting for Highway 12 Logistics Project Environmental Impact Report - (Kearns: jkearns@suisun.com).

Senior Planner Kearns gave a brief introduction before turning the meeting over to Brian Wright-Bushman, from our City Attorney's office, and Matthew Gerken from AECOM.

Brian Wright-Bushman: Explained the purpose of the meeting was to give the public an opportunity to comment and give input on the potential environmental impact of the project, and any concerns or suggestions that might be included in the scope of the EIR. The meeting is not intended to consider approval or disapproval of the project, that will come at a later time.

Matthew Gerken, AECOM, gave a presentation to frame and invite input in the preparation of the EIR.

The meeting was opened for public Comment.

Barbara Pisching commented on two environmental conditions she felt were not included in the scope; 1) Increased truck traffic on Highway 12 at Pennsylvania and Cordelia, and suggested a truck traffic congestion study should be done; 2) saturation of existing and under construction warehouse square footage that is currently available in Cordelia area, study should be included to determine why more warehousing in Suisun City.

Steven Chappell, Executive Director of Suisun Resource Conservation District, commented on presentation and that a large portion on the map that was presented was within the Suisun Marsh and a large portion of the area on both sides of Pennsylvania Road are seasonal wetlands, vernal pools, or tidal habitat. More detailed maps of the area should be shared with the public

Senior Planner Kearns responded to comments, additional documents are available for public review to anyone who wants to look at the project. As the project moves forward the environmental report will pick up all these documents and include them in the EIR document.

Matthew Gerken, AECOM, responded that the project is consistent with the Suisun Marsh Protection Plan; wetlands studies are currently underway, and that is a part of the scope of analysis.

Steve Olry commented that we need more information about the long-range goal.

Matthew Gerken (AECOM) responded to questions and provided additional detail.

Commissioner Theriault suggested it would be helpful to have a site plan with the area of suggested improvements indicated as part of the EIR scoping. Commented on environmental impact associated with this kind of project, air quality, noise, traffic, biology, using recent or existing studies and project objectives.

Commissioner Adams commented the site plan should have been included, intensity of the use, a project summary, traffic modeling at Pennsylvania Ave., upgrades to the railroad crossing and consideration of sea level rise.

Commissioner Zeiss commented the actual project area is 129 acres. The discussion of the other acreage is not part of the project. EIR should analyze risk of sea level rise. The environmental review of Notice of Preparation uses the phrase “cumulative impact,” the EIR should explicitly conduct a cumulative study of impacts on traffic and air quality for this Logistics Center and proposed Logistics Center. Commented on biological resources, the seasonal wetlands, and Ledgewood Creek on western edge of project area, EIR should take into account Hazard Material Section: how do you analyze this without knowing who the tenants of the Logistics Center will be. Autonomous vehicles should be part of the traffic study.

Senior Planner Kearns responded to question regarding Ledgewood Creek, indicating it’s in the City of Fairfield.

4. Planning Commission Adoption of Resolution PC21-03: A Resolution of the City of Suisun City Planning Commission Approving a Request for a Patio Cover on the South Side of the Existing Restaurant Facing Driftwood Drive and Replacement of a Front Awning for the Property Located at 325 Main Street – (Kearns: jkearns@suisun.com).

Senior Planner Kearns provided a presentation and responded to Commissioner questions, including the proposed removal and possible replacement of trees, and the proposed awning.

There was no public comment.

Motion by Commissioner Zeiss and seconded by Commissioner Adams to adopt resolution to approve the Building Permit request with no conditions. Motion passed by the following roll call vote:

AYES: Borja, Pooni, Theriault, Zeiss, Adams, Rowe

ABSENT: Tewari

5. Planning Commission Adoption of Resolution PC21-04: A Resolution of the Planning Commission of the City of Suisun City Amending the Planning Commission Bylaws – (Kearns: jkearns@suisun.com).

Senior Planner Kearns presented the Planning Commission Bylaws with requested changes. Planning Commissioners commented on the amended Bylaws.

Motion by Commissioner Borja and seconded by Commissioner Zeiss to approve Planning Commission Resolution PC21-04 Amending the Planning Commission Bylaws. Motion passed by the following roll call vote:

AYES: Borja, Pooni, Theriault, Zeiss, Adams, Rowe

ABSENT: Tewari

REPORTS: (Informational items only.)

6. a. Commission Members
b. Commission Chairperson

Commissioner Zeiss commented he attended the League of California Cities Planning

Commissioner Academy; what can be brought up under “Reports” on the agenda, including future agenda items; and public presentation and inclusion.

Commissioner Theriault commented on the concept of a future Planning Commissioner meet and greet to get to know each other and possibly a joint retreat with City Council.

Commissioner Adams commented he supports a retreat idea and past Employee Appreciation Day BBQ at City Hall. Commissioner Adams provided an update on an STA grant, Suisun City received a \$1.5 million dollar award to replace the traffic signals at 11 locations and the pedestrian crossings.

Commissioner Pooni agrees that some type of retreat would be wonderful.

ADJOURNMENT

There being no further business the meeting was adjourned at 7:59 p.m.

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Planning Commission Agenda Report

Meeting Date 5/11/2021

DATE: 5/11/2021

TO: PLANNING COMMISSION

FROM: John Kearns, Senior Planner (707.421.7335, jkearns@suisun.com)

RE: Discussion and Direction: Good Neighbor Policy

Files:

SUMMARY

Following the discussion at the April 27 Planning Commission, staff has prepared a revised draft “Good Neighbor Policy” to discuss with the Planning Commission. The draft policy sets a framework of what such a policy is and when it would apply. It also provides set conditions that would apply to such use. It also poses questions to the Commission and includes a summary of input received at the 2020 workshops.

Recommendation: Planning staff recommends that the Commission provide direction to the staff relating to the Good Neighbor Policy so staff can bring back the item for a formal Planning Commission recommendation to the City Council.

BACKGROUND/DISCUSSION/ANALYSIS

At the April 27, 2021 Planning Commission meeting, the Commission held a discussion and direction item regarding the proposed “Good Neighbor” policy. Staff received comments from the Commission including a request to bring forward examples from other jurisdictions (Attachment 2). Staff also canvassed cities within Solano County to get a better idea of how they approached the issue. None of the cities that staff contacted has a formal adopted policy; however, the common response was that their planning staffs would strongly suggest the applicant/developer to hold neighborhood meetings if there was a sense of controversy with the project.

Other City Examples

Below is a summary of three examples staff located while researching this matter:

City of Belmont Neighborhood Outreach Strategy

Document is a two-page handout which requires the applicant/developer to provide some information on how the applicant/developer intends to reach out to their neighbors.

City of Santa Cruz Community Outreach Policy for Planning Projects

Document is seven-pages in length and breaks projects into four categories (small, medium, large, and significant). It also provides three phases of outreach which occur at different times during the project. Toward the end of the document there is a matrix which makes clear what actions are required for each project type.

City of East Palo Alto Community Outreach Requirements Handout

This City has a number of handouts which speak to requirements for project outreach. This includes an ordinance and handouts for certain project types (examples are provided for “small” and “major” projects). Specific flowcharts are provided for both.

CEQA Review

This discussion and direction item is not a project under the California Environmental Quality Act. Once it is adopted, it will act as part of the City’s development application processing procedures.

Next Steps

Following direction from the Planning Commission, staff would bring back a draft “Good Neighbor” policy for the Commission to recommend to the City Council.

PUBLIC CONTACT

The agenda was posted on the Suisun City website. As of the date of this report, no additional inquiries regarding this item had been received by City staff.

DISTRIBUTION**Internal**

- PC Distribution
- City Manager Greg Folsom
- Senior Planner John Kearns

External

- City Website <https://www.suisun.com/planning-commission/>

ATTACHMENTS

1. Draft Good Neighbor Policy.
2. Examples from Other Jurisdictions.
3. City Use Permit Table.

Good Neighbor Policy

What is a Good Neighbor Policy?

A Good Neighbor Policy makes certain there are procedures in place that are reasonably calculated to ensure that the quiet, safety and cleanliness of the premises and vicinity are maintained. It is the City's policy to require applicants to reach out to all property owners within 600 feet of the project **(there was a comment that each project notify a minimum of 50 property owners)**. This matches the City's public hearing notification policy.

When Does the Good Neighbor Policy Apply?

- Use Permits which cause noise, smell, _____ impacts (**see page 2 for examples**) on adjacent lands or neighborhoods **(there was a comment to have all use permits comply with the Good Neighbor policy);** or
- New construction, expansion **(of commercial/industrial?)** or major remodel of a commercial **(or industrial?)** property **which is within 600 feet of existing**

When Does the Good Neighbor Policy Need to Take Place?

The Good Neighbor Policy should take place prior to submittal of any development application for a potential project. Evidence of such meeting taking place must be provided as part of the development application. Information on when the meeting(s) was/were held and notes or minutes from the meeting(s) are to be included. If possible, the meeting shall be recorded so those unable to attend may be able to review.

There shall be procedures in place that are reasonably calculated to ensure that the quiet, safety and cleanliness of the premises and vicinity are maintained. Such conditions shall include, but are not limited to, the following:

1. Notices shall be prominently displayed from the establishment urging patrons to call or email the establishment if they have any questions, pursuant to the City of Suisun City noticing procedure.
2. The applicant/operator must comply with Sections 8.12 ("Public Nuisances") and 15.04 ("Permits-Uniform Code") of the Suisun City Municipal Code.
3. The establishment shall implement other conditions and/or management practices necessary to ensure that management and/or patrons of the establishments maintain the quiet, safety and cleanliness of the premises and the vicinity of the use, and (do not block driveways of neighboring residents or businesses.
4. The establishment shall provide a cell phone number to all interested neighbors that will be answered during business hours by a manager or other responsible person who has the authority to adjust volume and respond to other complaints whenever needed.
5. In addition, an emergency contact name and number shall be provided to the City to allow for police and emergency personnel or other City personnel to contact that person concerning incidents.

Summary of comments received at 2020 workshops

A use proposed on a CUP application is considered to pose risk of substantial nuisance if it is likely to meet to or exceed any of the following thresholds for neighbors:

- **Substantial litter.** If a specific threshold is needed. Request Planning staff, or Environment and Climate Citizens' Advisory Committee, to propose one.
- **Substantial waste other than litter.** Even if properly contained on the property, certain quantities might overwhelm the disposal capacity of city services.
- **Substantial noise.** Use the standards from the recent noise ordinance for both the intensity, and the time of day, for noise associated with the proposed use, including noise from delivery or service vehicles.
- **Hazardous chemicals.** If a specific threshold is needed, request Fire Chief or Public Safety Citizens' Advisory Committee to propose one. One option would be any hazard that would rate "3" or higher for any of the four components for the diamond-shaped Hazardous Materials signage: (1) flammability, (2) health, (3) reactivity, and (4) special notice. For more information, see: https://en.wikipedia.org/wiki/NFPA_704
In addition, may wish to include any chemical on the Prop 65 list of carcinogens and developmental toxins (<https://oehha.ca.gov/proposition-65/proposition-65-list/>) when it is likely to be present at concentrations greater than the relevant Safe Harbor Level (<https://oehha.ca.gov/proposition-65/general-info/current-proposition-65-no-significant-risk-levels-nrsls-maximum>).
- **Offensive odors.**
- **Substantial fire risk,** including either high-temperature processes or open flames. If a specific threshold is needed, request Fire Chief or Public Safety Citizen's Advisory Committee to propose one.
- **Substantial traffic.** If a specific threshold is needed, request the Traffic Committee to propose one.
- **Pathogens potentially hazardous to people.** Perhaps the simple presence is enough to require notification of neighbors? Or perhaps only if there is significant risk of transmission to neighbors?
- **Pathogens potentially hazardous to pets.** Perhaps the simple presence is enough to require notification of neighbors? Or perhaps only if there is significant risk of transmission to neighbors' pets?
- **Merchandise not suitable for minors,** including but not limited to alcohol, tobacco, cannabis, pornography, and sexually-oriented clothing or toys.
- **Other nuisances likely to substantially impact neighbors.**

In determining which applicants meet the applicable criteria, the CUP application form could include a self-reporting checklist on which the applicant reports any of the nuisance criteria that they expect their use will meet. City of Suisun City staff will review the checklist and suggest

any additional criteria that they deem likely. If applicant knowingly or negligently submits a false application, the City may automatically deny the CUP application.

If an applicant meets one or more criteria, they must notify neighbors of all criteria for which the proposed use has been determined to pose “risk of substantial nuisance to neighbors”. For each criterion, notification must include:

- **Brief explanation of the potential nuisance.** Example: “Excessive Noise. Our business model requires that delivery vehicles arrive between midnight and 3 a.m., so that we can restock our shelves before we open. Delivery vehicles have noisy engines and air brakes.”
- **Explanation of how the applicant plans to mitigate the nuisance.** The plan should include any mitigations recommended by City permit-review staff. Example: “Merchandise Not Suitable For Minors. For our ____ shop, we have selected a property located more than 800 ft. from any designated Safe Path to School, and our display cases are not visible from any street.”
- **A specific opportunity for neighbors to request more information or express their concerns (“the meeting”).** One suggestion is that any of the following options would be acceptable:
 - The regularly-scheduled CUP hearing;
 - A virtual meeting via Zoom or social media; or
 - An in-person meeting at a “neutral” site such as a restaurant or community center.

The applicant must notify neighbors at least 30 days before the scheduled date of the meeting. If the applicant reschedules the meeting, the applicant must re-notify neighbors at least 30 days before the new date.

The applicant must provide notification by mail to all neighbors, by publication in the *Daily Republic* newspaper, and by posting on a widely-used social media platform such as FaceBook or NextDoor. [Unless the Good Neighbor Policy meeting would not meet the definition of a public meeting, in which case perhaps mail alone would be sufficient? Mail plus doorhangers? Are there any legal prohibitions against door hangers?]

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ORDINANCE NO. 400

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO
ADDING ARTICLE 6, PRELIMINARY APPLICATION REQUIREMENTS, TO
CHAPTER 22 OF THE EAST PALO ALTO ZONING CODE**

WHEREAS, the City of East Palo Alto does not currently have a Preliminary Application process in place; and

WHEREAS, the City would like to improve the community outreach process; and

WHEREAS, the City would like to provide a streamlined review of the planning process to applicants of major and/or complex projects.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO DOES ORDAIN AS FOLLOWS:

SECTION 1. AMENDMENTS TO ZONING ORDINANCE

The City Council hereby amends Chapter 22 of the East Palo Alto Zoning Ordinance to read as follows sections and subsections that are not amended by this Ordinance are not included below, and shall remain in full force and effect.

CHAPTER 22- GENERAL PROVISIONS AND EXCEPTIONS

ARTICLE 6. - PRELIMINARY APPLICATION REQUIREMENTS

Section 6423. - Purpose and Intent.

The purpose of the Preliminary Application (Pre-App) is to allow the Planning Division to work with the applicant and coordinate an internal review of major and complex applications. This process is intended to provide feedback to the applicant early in the process by helping applicants understand the approval process, identifying potential issues to be addressed, and facilitating community outreach.

The Pre-App is not intended to be a comprehensive review of the project, does not result in any approvals, and is not appealable. The outcome of the Pre-App process is a comprehensive letter describing the approval process, summarizing major planning concerns and issues noted during internal review and a fee estimate. The fee estimate for the project application may differ from the Pre-App estimate.

Section 6423.1 - Applicability.

A Pre-App is required for the following types of major and/or complex projects:

(a) Major Projects:

1. New Commercial Construction - Any structure greater than 50,000 square feet.
2. New Residential Construction - Any project proposing twenty (20) or more new dwelling units.
3. Existing Non Residential Structures - An addition to any structure greater than 25,000 square feet.
4. Existing Structure - Rehabilitation, alteration, or addition to more than 25 percent of an existing multi-family structure with five (5) or more units.
5. Existing Structure - Any project that seeks to remove one or more price controlled housing units covered under the City's Rent Stabilization and Just Cause for Eviction Ordinance.
6. Existing Structure- Any project that would demolish a deed restricted affordable housing unit.
7. Any project with a Development Agreement.

(b) Complex Projects:

1. Planned Community Permit
2. Planned Unit Development
3. Zoning Text Amendment
4. Zoning Change
5. General Plan Amendment
6. Projects with Mandatory Environmental Impact Reports
7. Schools
8. Conditional Use Permit (subject to determination by the Planning Manager)
9. ABC License new request and modification (notification shall be 600 feet from the project site)

(c) Planning Manager Discretion: The Planning Manager shall have the discretion to require a Major or Complex Pre-App process for any project that is in the public interest and to require the applicant to prepare a fiscal impact analysis as part of the process

Section 6423.2 – Planning Commission Study Session and Community.

- (a) All Pre-App projects are required to provide neighborhood notification and a minimum of one Planning Commission study session to discuss the proposed project and to document community concerns.
- (b) The Planning Manager has the discretion to require community meetings prior to the Planning Commission study session. The Planning Manager may require additional meetings if additional meetings will be beneficial to the community.

- (c) Within calendar 15 days of the Planning Commission study session, any member of the City Council may request a study session with the City Council.

Section 6423.3 –Notice and Meeting Requirements

(a) Notices:

- (1) All property owners within 300 feet of the project and interested community groups must be notified of the Pre-App by way of a written notice describing the project and inviting them to the Community Meeting, Planning Commission study session, and/or other community meetings to discuss the project. Notices must be published as an ad in the local daily newspaper and 8” x11.5” notices posted on City bulletin boards. New alcohol sales or modifications to existing liquor licenses require in addition noticing within a 600 radius from the site.
- (2) The applicant is responsible for sending out the meeting notice based upon a mailing list and notice template provided by the City. Required notice shall include:
 1. Project site map;
 2. Project description; and
 3. Date, time, and location of the meeting(s).
- (3) In addition, the notice must be:
 1. Approved by Planning Manager or designee;
 2. Sent out, published, or posted according to Planning Division guidelines, at least 14 days prior to the meeting; and
 3. Mailed by USPS using a Certificate of Mailing (Form 3788), or another form of registered mail with proof of mailing provided to staff.

(b) Community Meeting:

1. The applicant is responsible for arranging the community meeting venue.
2. Attendees should be requested to sign in, and provide contact information, if further contact desired.
3. Applicant shall document questions from the community and the responses to the questions.
4. Meetings shall occur at a publicly accessible venue within the City, preferably at the project site or within a one mile radius of the site.
5. Weeknight meetings shall occur between 6:00 p.m. and 9:00 p.m.
6. Weekend meetings shall occur between 10:00 a.m. and 9:00 p.m.
7. The applicant is responsible for presenting the project to the community.

8. The Planning Manager may require additional meetings if additional meetings will be beneficial to the community.

Section 6423.4 - Preliminary Application Letter and Formal Submittal.

- (a) Within 30 days of outreach completion, the Planning Division will send to the applicant a letter summarizing major project concerns, a description of the approval process, other issues noted during internal review, and a fee estimate.
- (b) A formal project submittal will be accepted only after the Pre-App letter has been issued. The submittal should address the matters discussed in the Pre-App letter, as well as comply with all application submittal requirements.
- (c) Comments in the letter, excluding the fee estimates, are in effect for one year from the date of the letter.
 1. If a formal application is not submitted within one year, a new Pre-App will be required before project submittal.
 2. The requirement for a new Pre-App may be waived by the Planning Manager on a case-by-case basis.
 3. A new Pre-App may be required by the Planning Manager within the one year period if it is determined that the formal submittal is significantly different from the Pre-App submittal.

SECTION 2. CALIFORNIA ENVIRONMENTAL QUALITY ACT

The adoption of the proposed ordinance is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b) (3) of the CEQA Guidelines because it can be seen with certainty that there is no possibility that this Ordinance, by itself, may have a significant adverse effect on the environment.

SECTION 3. SEVERABILITY.

If any section, subsection, sentence, clause, phrase or word of this Ordinance is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed and adopted this Ordinance, and each and all provisions hereof, irrespective of the fact that one or more provisions may be declared invalid.

SECTION 4. EFFECTIVE DATE.

This Ordinance shall take effect and be in full force thirty (30) days from and after the date of its adoption.

SECTION 5. PUBLICATION.

The City Clerk is hereby directed to cause publication of this Ordinance as required by law.

Introduced at a regular City Council meeting held on October 4, 2016, and adopted at a regular City Council meeting held on October 18, 2016, by the following vote:

AYES: GAUTHIER, ROMERO, RUTHERFORD, MOODY, ABRICA

NOES:

ABSENT:

ABSTAIN:

SIGNED:



Donna Rutherford, Mayor

ATTEST:



Terrie Gillen, Deputy City Clerk

APPROVED AS TO FORM:



Rafael E. Alvarado Jr., City Attorney



COMMUNITY OUTREACH REQUIRMENTS HANDOUT

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

1960 TATE STREET, CITY OF EAST PALO ALTO, CA 94303
TEL: 650. 853. 3189 E-MAIL: PLANNING@CITYOFEPA.ORG

Community outreach is meant to provide community opportunities to engage in land use review process. Project definition and outreach requirements are outlined in this handout. For more details, a full policy can be found at [Community Outreach Policy](#).

Small Project

Typical Small Project

- Second Story Addition
- New Single-Family House
- New Guest House
- Tree Removal Permit
- Minor Variance Application
- Uses allowed through administrative use permit (AUP)

Small Project Outreach Requirements

Application Received By Planning Division



Initial Noticing: Notice of Development Proposal

Install On-site Signage per the
On-Site Posting Requirements

Mailed Noticing

Website Posting by Staff

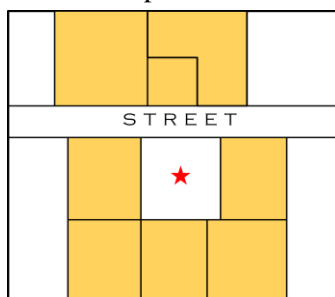


Pre-Approval Mailed Noticing (15 days prior)

What Does Applicant Need To Do?

1. On-Site Posting. Install a Notice of Development Proposal (info provided by project planner) sign board on the subject site. For installation details, please see the [On-Site Posting Policy](#).
2. Public Notification Packet. Applicant will need to provide a mailing packet for staff to mail the noticing to the owners that are the immediate neighbors of the site. The mailing packet shall include:


- Property Owners Map.
See a sample below:



Immediate Neighbors

- Property Owners Labels: two (2) sets of mailing labels and one (1) copy needed.

ASSESSORS PARCEL NO.	Label: 1" x 2¾" in size on
OWNERS' FULL NAME(S)	3-column, 8½" x 11"
ADDRESS STREET #APT	sheets; such as Avery
CITY, STATE ZIP	5160 or 5960
- Stamped Envelopes. At minimum, one set of stamped (USPS Forever Stamps) business size envelopes for all required owners and/or occupants must be provided for staff use.
- Public Notice Affidavit: Download and sign the form [Public Notice Affidavit](#).

 Applicant is fully or partially responsible for



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Community outreach is meant to provide community opportunities to engage in land use review process. Project definition and outreach requirements are outlined in this handout. For more details, a full policy can be found at [Community Outreach Policy](#).

Major Project

Typical Major Project

Major Development Projects:

- 20 or more residential dwelling units;
- Greater than 50,000 square feet of non-residential development;
- An addition to any existing non-residential structure greater than 25,000 square feet;
- Rehabilitation, alteration, or addition to any existing multi-family residential development;
- Removal of one or more price-controlled housing units;
- Removal of a deed restricted affordable housing unit; and
- Any project with a Development Agreement.

Complex Projects:

- Planned Development Permit;
- Zoning Text Amendment;
- Zoning Change;
- General Plan Amendment;
- Projects with Mandatory Environmental Impact Reports;
- Schools;
- Conditional Use Permit;
- Alcoholic and Beverage Control (ABC) License.

Staff Approval Medium Project Outreach Requirements

Preliminary Application (Pre-App) Review Permit Received

↓ **Pre-App Community Outreach**

Mailing Noticing

Community Meeting

Planning Commission or
City Council Study Session



Entitlement Planning Application Received

↓ **Initial Noticing: Notice of Development Proposal**

Install On-Site Signage
by Applicant

Social Media
Posting by Staff

Website Posting
by Staff

Mailed Noticing

↓ **CEQA Notification**

CEQA Distribution
List by Staff

Mailed
Noticing

Website Posting
by Staff

Newspaper
Publication by staff

Social Media
Posting by Staff

↓ **Community Meeting**

Places of Interest
Posting by Applicant

Mailed
Noticing

Website Posting
by Staff

Social Media
Posting by Staff

↓ **Public Hearing**

Newspaper
Publication by Staff


Mailed
Noticing

Website Posting
by Staff

Social Media
Posting by Staff



Decision Made

 Applicant is fully or partially responsible for



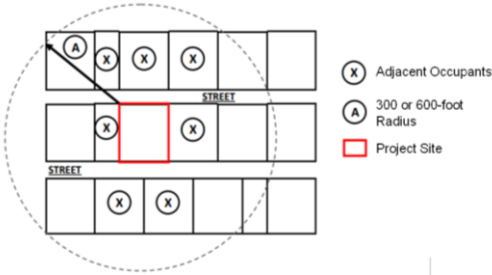
COMMUNITY OUTREACH REQUIRMENTS HANDOUT

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TEL: 650. 853. 3189 E-MAIL: PLANNING@CITYOFEPA.ORG

Major Project

What Does Applicant Need To Do?

1. Applicant is required to file a Preliminary Application Review (Pre-App) permit prior to the land use entitlement permit submittal in accordance with East Palo Alto City Code section 18.82.030 that can be found from the link at [Preliminary Application Review](#).
2. Public Notification Packet. Applicant will need to provide a mailing packet for staff to mail the noticing to the home owners within 300 or 600-foot radius, determined by Planning Manger. The mailing packet shall include:
 - Property Owners Map. See a sample below:
 - Property Owners Labels: two (2) sets of mailing labels and one (1) copy needed.

ASSESSORS PARCEL NO.
OWNERS' FULL NAME(S)
ADDRESS STREET #APT
CITY, STATE ZIP

Label: 1" x 2 3/4" in size on 3-column, 8 1/2" x 11" sheets; such as Avery 5160 or 5960
 - Stamped Envelopes. At minimum, one set of stamped (USPS Forever Stamps) business size envelopes for all required owners and/or occupants must be provided for staff use.
 - Property Owners List: Obtain from County Assessor's Office or a Title Company
 - Public Notice Affidavit: Download and sign the form: [Public Notice Affidavit](#).
3. Community Meeting.
 - Work with project planner to prepare at least one (1) community meeting. The Meeting shall occur on a weeknight from 6 pm to 9 pm. Applicant needs to work with the Planning Manager ahead to determine the appropriate meeting date, time and venue.
 - 21 days prior to the meeting date, a full community meeting packet shall be provided to the project planner, including but not limited to:
 - a. Community Meeting Flyer. Flyer should be provided in English, Spanish, or other languages;
 - b. Meeting Agenda;
 - c. Public Notification Packet. Also, the approved flyer shall be stuffed into all envelops, which should not be sealed in order for staff to verify;
 - d. Sign-In Sheet.
 - At least 14 days prior to the meeting, applicant will need to post the meeting flyer in the places of interest, determined by the project planner, including but not limited to City Hall, YMCA, and Senior Center.
 - The community meeting shall be organized and held by the applicant. Applicant is responsible to present the project to the attendees and answer any project-related questions. City staff will attend the meeting to address City standards or process-related questions.
4. Study Session and Public Hearing. Applicant shall be present to the public hearings for any questions from the decision makers and public. In addition, if applicant is willing to speak before decision makers and the public, please be prepared.
5. On-Site Posting. Install a Notice of Development Proposal (info provided by project planner) sign board on the subject site. For installation details, please see the [On-Site Posting Policy](#).



Department of Planning & Community Development Community Outreach Policy for Planning Projects

Overview

The City of Santa Cruz is committed to engaging in meaningful public participation. Input received early in the long-range policy planning and development review processes better enables the City and project applicants to incorporate suggestions and ideas from the community, ultimately resulting in improved outcomes. Early outreach helps to educate and encourage communication, providing more certainty to developers and our community.

The intent of this Policy is to ensure that the community has the opportunity to engage in policy and project development throughout the discretionary review processes, and to inform the community regarding how and when to participate in project review.

Outreach Requirements and Project Definitions

The community touchpoints found in this policy, such as sign posting, mailings, social media outreach, and community meetings, are recommended based on project size. A synopsis of outreach requirements based on project size may be found in the matrix at the end of this document. Definitions of various project sizes are as follows:

- Small Development Project: A development proposal that would add 5-10 housing units or 2,500 to 10,000 new square feet of commercial development.
- Medium Development Project: A development proposal that would add 11-25 housing units or 10,000 to 25,000 new square feet of commercial development.
- Large Development Project: A development proposal that would add over 25 housing units or over 25,000 new square feet of commercial or industrial development.
- Significant Project: Any proposal, regardless of size or type, that has the potential for significant City-wide interest.

While projects that are under 10 housing units or less than 2,500 commercial square feet will not typically trigger additional outreach requirements, all projects will be reviewed by the Planning Department for their potential to garner community interest. These projects may be required to undertake additional outreach at the discretion of the Planning Project Manager, who is the Planning Department staff person assigned to the project.

The outreach strategy for policy changes (ordinance updates, area and general plan modifications, etc.) will be based on the scope of the project.

Process

The community outreach process has been divided into three key stages: Initial Public Notification, Community Meeting(s), and Public Hearing(s). Requirements for project applicants to complete outreach in each of these phases is dependent on project size and scope. These requirements may be found in the outreach matrix located at the end of this document.

Adopted August 28, 2018
Revised September 10, 2019

Means of outreach that may be required at each of these phases are outlined below.

Phase I: Initial Public Notification

Initial public notification of a project is dependent on project size and scope.

- **On-site Posting(s):** The applicant is responsible for posting notification signs on the project site informing the community that a formal application has been submitted. The sign information will be approved by the Planning Project Manager in the template provided by the City, and the applicant shall post the notification sign within two weeks of the application submittal. The signage shall be a minimum 11" x 17" size. Larger and/or more signage may be required by the Planning Project Manager, particularly for large sites and significant projects. This initial on-site notification is in addition to any on-site public hearing notices required by the Municipal Code.
- **Standard Website Posting:** A monthly list of recently filed projects will be posted on the Planning Department's website.
- **Enhanced Website Posting:** For large and significant projects, enhanced online information may be required, such as project plans, renderings, subdivision map proposals, etc. The Planning Project Manager will coordinate with the project applicant to ensure that this information is provided online.

Phase II: Community Meeting(s)

Community meeting requirements for various projects may be found in the attached outreach matrix. The Planning Project Manager may require a community meeting to be held for any project. Multiple community meetings may be required if the scope or significance of the project or community interest warrants additional meetings. The Planning Project Manager will work with the project applicant to determine whether a smaller project should be the subject of a community meeting and whether more than one meeting would be advantageous for other projects, taking into account community interest and feedback on the project.

All large and significant projects will include community meetings early in the process in addition to the required public hearings for approval. For these projects, at least one noticed community meeting should be held within 45 days of the filing of the application. For smaller projects that do not necessarily require a community meeting, applicants may be required to hold a community meeting prior to any public hearing for the project if significant community interest is expected or expressed in response to early notifications such as on-site posting or online information. Any project with more than 10 residential units or more than 10,000 square feet of new commercial that does not require a public hearing shall host at least one community meeting for public input.

Community meetings may also be required to be held during the pre-application phase of a project. Such meetings will be coordinated by the project applicant in partnership with the Planning Department. Community meetings held at the pre-application phase may substitute for a community meeting during the formal application stage, at the discretion of the Planning Project Manager, based on a variety of factors, including but not limited to the level of community interest and range of community comments at the initial community meeting(s).

Logistics for community meetings related to development applications shall be coordinated by the project applicant. Applicants shall coordinate with the Planning Project Manager to confirm that the type of community meeting, noticing, location, and proposed meeting agenda are acceptable.

Types of Community Meetings

The format of the community meeting will be proposed by the project applicant and approved by the Planning Project Manager in collaboration with the project applicant. The Planning Project Manager or other Planning Department representative will be present at the meeting to provide information on General Plan and Zoning designations for the site, application procedures, and the opportunities for public input.

- **Applicant-Sponsored Community Meetings:** Typically, the project applicant will hold at least one community meeting for large and significant projects early in the process. The meeting may be postponed to later in the process if comments from the City are expected to result in significant changes to the project. A community meeting may be required for small and medium sized projects at the discretion of the Planning Project Manager based in part on the level of community interest. The applicant will present the project to the community and solicit input that is intended to improve the project so that the final outcome is more satisfying to both the applicant and the community.
- **Community Group Presentation:** Presentation before a special or regularly scheduled community group or organization may qualify as a community meeting, subject to approval of the Planning Project Manager.

Community Meeting Noticing

All community meeting noticing should be sent and/or posted on-site and online a minimum of 14 days prior to the meeting and shall include the date, time, and location of the community meeting, as well as the location and description of the project. Means of notice are dependent on project size, and additional noticing requirements may be required by the Planning Department. Various noticing tools are outlined below:

- **Mailed Notices:** Notices will be sent to all property owners and tenants within the radius specified in the Community Outreach matrix. The City will provide a list of the owners and tenants to the project applicant. The applicant shall provide a copy of the notice that they intend to mail at least three working days before the applicant prints the notices, and the Planning Project Manager shall review and approve the notice contents prior to distribution.
- **On-Site Posting:** The applicant is responsible for posting notification signs on the project site and providing proof of posting to the Planning Project Manager. The signage shall be a minimum 11" x 17" size. Larger and/or more signage may be required by the Planning Project Manager, particularly for large sites and significant projects.
- **Website Posting:** Notice of community meetings shall be provided to the Planning Department for posting on the Planning Department's Community Meetings webpage, as well as the City's online calendar. The Planning Department will post the notice 14 days prior to the meeting.
- **Email Notices:** Emails will be sent to individuals who have identified themselves as interested parties for Planning-related community meetings on the City's news and notifications signup at <http://www.cityofsantacruz.com/how-do-i/register-or-sign-up-for/news-and-notifications>. Email notices will also be sent to individuals who have signed up with the Planning Project Manager for notifications for the specific development application.

- **Social Media:** Announcements for significant projects will be posted on at least one of the City's social media accounts and may be posted for small, medium, or large projects.

Phase III: Public Hearing(s)

Public Hearings will be held for specific projects in accordance with Chapters 24.04 and 24.08 of the City's Municipal Code.

Public Hearing Noticing

Per the above referenced code, newspaper publishing, mailings, and on-site postings are required methods of outreach for certain application types. Additionally, the City may require additional methods, including but not limited to website and social media posting, email noticing, etc. All public hearing noticing shall occur at least 14 calendar days prior to the public hearing. When public hearings are required, various methods of outreach are identified below:

- **Publishing:** As required by the specific entitlements needed, notice of the public hearing will be advertised in the Santa Cruz Sentinel.
- **Mailed Notices:** Notices of the public hearing shall be sent to all property owners and tenants within the radius specified in the Community Outreach matrix.
- **Sign Posting:** Notice of the public hearing shall be posted on the property in compliance with Section 24.04.100(3) of the City's Municipal Code.
- **Website Posting:** Notice of the public hearing will be posted on the hearing body's webpage in accordance with the City's agenda posting protocol.
- **Email Notices:** Emails will be sent to individuals who have signed up to receive notifications for the appropriate hearing body on the City's news and notifications signup page at <http://www.cityofsantacruz.com/how-do-i/register-or-sign-up-for/news-and-notifications>. Email notices will also be sent to individuals who have signed up with the Planning Project Manager for notifications for the specific development application.
- **Social Media:** Announcements of public hearings should be posted on at least one of the City's social media accounts, such as Facebook or Twitter, for large and significant projects and may be posted for small and medium projects at the discretion of the Planning Project Manager.

Other Topics

Long-Range Planning Projects

Long-range planning projects, including but not limited to development of new specific/area plans, significant updates/amendments to existing specific/area plans, significant Zoning Ordinance Amendments, General Plan updates, etc. will generally be treated as Significant projects in accordance with the Community Outreach matrix in terms of requiring at least one community meeting. However, many types of long-range planning changes may have their own specific outreach strategies that vary from and typically expand beyond the standard outreach procedures outlined in this policy.

Where proposed long-range planning changes may have significant, citywide implications, the City may choose to publish community meeting dates in the Santa Cruz Sentinel. All those signed up for electronic notifications of Planning community meetings will also be notified via email.

Preliminary Review Applications

Preliminary Review applications are strongly encouraged and may be required for Large and Significant proposals. Applicants for Preliminary Reviews are encouraged to hold a community meeting during the preliminary review process, subject to the discretion of the Planning Project Manager and taking into consideration whether wholesale project changes are needed prior to project submittal. For Large and Significant projects, applicants who intend to submit a formal application after the preliminary review is complete will generally be strongly encouraged to hold a community meeting once preliminary comments have been received and prior to submitting the formal application.

Community Outreach and State/City Law Consistency

While it is the City's policy to require significant community outreach, a hearing body may act upon an application that does not meet all outreach and notification criteria contained in this policy as long as the project meets applicable State and City due process laws.

Additional Outreach

The Planning Project Manager will maintain a list of interested parties who will be notified by email when environmental documents are available for review and who will be notified at least 14 days in advance of community meetings and public hearings. The Planning Project Manager retains discretion to require mailed notices to a larger radius than that called for by this policy. Additional outreach methods and efforts may be required above and beyond what is called for in this policy.

Potential Public Outreach Approach for Development Projects and Policy Efforts

		PROJECT SIZE & MAILING RADIUS			
		SMALL N/A to 300 feet	MEDIUM N/A to 500 feet	LARGE 800 feet	SIGNIFICANT 1,000 feet
OUTREACH EFFORT					
Pre-Application /Preliminary Review ¹		--	--	◇	◇
On-Site Sign Posting at Application Submittal ²		◇	●	●	●
Standard Info on City Website		●	●	●	●
	Expanded Info	--	--	◇	●
Community Meeting		◇	◇	●	●
	Email Notice	●	●	●	●
	Mailed Notice ³	●	●	●	●
	Posted on City Website/Calendar	●	●	●	●
	On-Site Sign Posting	●	●	●	●
	Social Media	◇	◇	◇	●
Public Hearing(s)		❖	❖	❖	❖
	Newspaper	❖	❖	❖	❖
	Mailed Notice ⁴	❖	❖	❖	❖
	On-Site Sign Posting	❖	❖	❖	❖
	Email Notice	●	●	●	●
	Social Media	◇	◇	●	●

TABLE LEGEND

- Always Required
- ❖ As Required per Ordinance
- ◇ At Discretion of Planning Project Manager
- Not Applicable

¹Community meeting may be required after receipt of comments from City departments, prior to formal application submittal.

²Separate signs may be required if there are multiple street frontages or multiple meetings for a single project.

³Notices will be mailed for community meetings unless there are more than 1,000 recipients, in which case the meeting will be advertised in the Santa Cruz Sentinel

⁴Radius for public hearing noticing shall be consistent with Community Meeting noticing, as shown in column headings.

Planning Commissioner Community Meeting Decorum Guidelines

Planning Commissioners are encouraged to attend community meetings, particularly for large or significant projects. The following guidelines apply to the Planning Commission decorum while attending community meetings.

Meeting Procedures

1. At the start of the community meeting, the Planning Project Manager (PPM) will ensure that Planning Commissioners are provided name tags that identify them as Planning Commissioners. Planning Commissioners will wear these name tags for the duration of the meeting.
2. The PPM will then introduce the Planning Commissioners in attendance and explain that Commissioners are in attendance to:
 - a. Learn about the project;
 - b. Listen to public discussion; and
 - c. Report back to the Planning Commission.
3. The PPM will explain how Planning Commissioners' attendance is in adherence to the Brown Act. *Should more than three Planning Commissioners be in attendance at once, Commissioners shall follow the Brown Act by refraining from discussion amongst themselves.*

Meeting Decorum

1. Planning Commissioners will listen to the comments and concerns of attendees and related responses from the applicant.
2. Planning Commissioners shall remain neutral regarding projects and shall refrain from voicing or otherwise demonstrating support for or opposition to projects.
3. Consistent with the Planning Commission By-Laws, Planning Commissioners shall refrain from privately discussing projects involving quasi-judicial decisions with applicants and members of the public.

Reporting

At the next regular meeting of the Planning Commission following the community meeting, the members of the Planning Commissioners who attended the meeting shall provide a report to the Planning Commission regarding the community meeting. The report may be verbal or written, and will include a general description of the project, issues and concerns raised by the public, and any responses or assurances given by the applicant.

NEIGHBORHOOD OUTREACH STRATEGY**Belmont Permit Center
APPLICANT'S GUIDE AND FORM****I. INTRODUCTION**

The City of Belmont is committed to an open process of development review, and requires that applicants take a proactive approach to neighborhood outreach. Therefore, every development request which is decided by the Zoning Administrator, Planning Commission or City Council must include a Neighborhood Outreach Strategy, submitted with the application. The strategy must include your proposal for contacting your neighbors, informing them of your proposed project and receiving their feedback in advance of the City's review. This form is provided to assist you in preparing your Neighborhood Outreach Strategy.

II. OUTREACH STRATEGY

In order to provide an effective Neighborhood Outreach Strategy, you must address these issues:

- A. Contacting Your Neighbors – You will be responsible to mail by US Mail a basic project description, site plan, and elevations (8.5 X 11 sheets) and method of response (telephone, email, meeting, etc.) to all property owners within 300 feet of your property for Planning Commission (SFDR Tier 3) and City Council level projects, and 150 feet for Zoning Administrator (SFDR Tier 2) projects, within 15 days of application submittal date. The City will provide labels for mailing at a pre-application meeting.
- B. Informing Your Neighbors of the Project – In addition to the US Mail contact, this can be accomplished in a variety of ways, but is most easily accomplished by a scheduled meeting or open house on the property. If you choose to have a meeting, you are encouraged to have your project plans available, as well as your architect, engineer or other consultants as necessary to explain and answer questions about the project. The more convenient the meeting date, time and arrangements, the more success you will have in establishing a positive atmosphere for the dialogue. As noted above, you may choose other means for informing your neighbors, such as mailing a project information packet, or creating a website, etc.
- C. Receiving Neighbor Feedback – If you host a neighborhood meeting, you will be able to receive immediate feedback on your proposal. You are urged to take notes on the comments you receive, as well as who attends. If you mail information, some means of communication must be established to allow neighbors to contact you and leave their comments (i.e., email, telephone, etc.).
- D. A Schedule for Action – Your strategy must also include a schedule for achieving the above tasks prior to the first public hearing conducted by the City. While the City acknowledges that schedules may change, you must identify the approximate timing of the three steps described above.

III. YOUR NEIGHBORHOOD OUTREACH STRATEGY

Please submit a written description of your Neighborhood Outreach Strategy on the attached sheet, addressing the four points described above. You are required to implement the Strategy prior to the public hearing on your project. You may be asked by the Planning Commission or City Council about the results of your efforts. Failure to implement the strategy prior to the public hearing on your application may result in the hearing being continued to a later date.

Continued on Page 2

1. I will contact my neighbors by: US Certified mail
to include project basic description, site plan,
and elevations (8.5x11 sheets) and method of response.

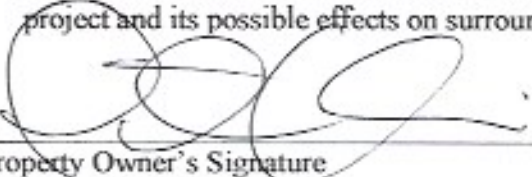
2. I will inform my neighbors of the project by: US Certified mail
to include project information packet.

3. I will gather feedback from my neighbors by: Email, telephone,
text

4. Here is the schedule for my outreach strategy:

- A. Contact: _____
- B. Informing _____
- C. Feedback _____

5. As property owner, I, Peter Shi-Joon Kim (print property owner's name), hereby acknowledge that I will make every reasonable effort to obtain neighbor comments on my project prior to presenting my request to the Zoning Administrator, Planning Commission or City Council. I understand that the purpose of the Neighborhood Outreach Strategy is to foster a positive and constructive dialogue regarding my project and its possible effects on surrounding property owners.



Property Owner's Signature

Date

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Use Type		Zone																		
		ZONING ORDINANCE											WATERFRONT SPECIFIC PLAN							
		RL	RM	RH1	RH2	RMU	CR	CSF	CMU	RLD	RMD	RHD	HR	MSMU	HLC	DMU	DC	WC		
Community care facility, large		CUP	CUP	CUP	CUP	CUP														
	Dwelling, multi-family		CUP																	
	Family day care, large	CUP	CUP	CUP	CUP	CUP														
	Mobile home, park	CUP	CUP	CUP	CUP	CUP														
Community facility		CUP																		
Educational facility		CUP																		
Lodges, fraternal groups, and clubs		CUP																		
	Power generating facilities, off-site power use primary	CUP	CUP	CUP	CUP	CUP														
	Religious facility	CUP																		
	Professional office		CUP	CUP	CUP															
Café, coffee shop, restaurant		CUP	CUP	CUP																
	Medical, hospital		CUP	CUP	CUP	CUP														
	Emergency shelters						CUP		CUP											
	Family day care, large								CUP											
Alcoholic beverage establishment							CUP	CUP	CUP											
	Auto repair and service						CUP		CUP											
	Convenience market						CUP	CUP	CUP											
	Nightclub						CUP	CUP	CUP											
Retail store, 40,000 – 100,000 sq ft							CUP	CUP	CUP											
Wholesale, <10,000-40,000							CUP													
Car wash, full service									CUP											
Drive-in or outdoor theater								CUP												
Kennel, animal boarding							CUP		CUP											
Medical, extended care								CUP												
Medical, health care facility								CUP												
Medical, hospital								CUP	CUP											
Junk yard, wrecking yard								CUP												
Mini-storage								P	CUP											
Recycling collection facility (large)								CUP												
Amusement Center							CUP	CUP	CUP											
Childcare facility								CUP	CUP											
Indoor amusement/entertainment center							CUP	P	CUP											
Lodges, fraternal groups, and clubs							CUP													
Outdoor recreation center								CUP												
Religious facility							CUP	P	CUP											
Theater, motion picture (4+ screens)							CUP		CUP											
Truck stop							CUP	P												

WATERFRONT SPECIFIC PLAN													RLD	RMD	RHD	HR	MSMU	HLC	DMU	DC	WC
Public/quasi-public use (e.g., community center, school, fire station, library, church)													CUP								
													CUP	CUP	CUP	CUP					
Commercial uses (e.g., café, coffee shop, restaurant), limited to 40% of the net building area of development on the ground floor														CUP	CUP	CUP					
Multi-family dwellings (i.e., apartments, condominiums														CUP							
Commercial amusement or entertainment																	CUP		CUP		
Drive-through facilities (only north of Driftwood Drive)																	CUP		CUP		
Entertainment (i.e., nightclub and bar/lounge)																	CUP		CUP		
Furniture stores																	CUP				
Reupholstery and furniture repair; antique refinishing																	CUP	CUP	CUP		
Residential dwellings2																	CUP				
Convenience market																	CUP	CUP	CUP	CUP	
Shops selling age-restricted goods or providing age-restricted services																	CUP	CUP	CUP	CUP	
Public/quasi-public use (e.g., community center, school, fire station, library, church)																		CUP			
Commercial retail or services greater than 40,000 square feet																			CUP		
Furniture stores																			CUP		
Hospital																			CUP		
Automotive service and repair																				CUP	
Manufacturing uses greater than 5,000 square feet																				CUP	
Research and development and laboratory facilities																				CUP	
Wholesale or warehouse facilities, as an incidental use																				CUP	
Corporation yard, as an incidental use																				CUP	