



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 25, 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: 879 1892 6820

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/APPOINTMENTS:

2. Election of Vice Chairperson – (Kearns: jkearns@suisun.com).

CONSENT CALENDAR

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

3. Planning Commission Approval of the Minutes of the Regular Meeting of the Suisun City Planning Commission held on May 11, 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

4. Resolution PC 21-___: Approval of Site Plan/Architectural Review (SP/AR 20/1-001) and Conditional Use Permit (CUP 20/1-001) Applications to Construct 180 Apartment Units at the Southeast Corner of Railroad Avenue and Blossom Avenue (Assessor's Parcel Number 0037-130-010) (STAFF RECOMMENDATION TO CONTINUE TO JUNE 8, 2021) – (Kearns: jkearns@suisun.com).

GENERAL BUSINESS

5. Resolution PC 21-___; A Resolution of the City of Suisun City Planning Commission Recommending City Council Adoption of a Good Neighbor Policy – (Kearns: jkearns@suisun.com).

REPORTS: (Informational items only.)

6. 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 25, 2021 was posted and available for review, in compliance with the Brown Act.

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PLANNING COMMISSION MEETING

Second and Fourth Tuesday
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MINUTES

REGULAR MEETING OF THE CITY OF SUISUN CITY

PLANNING COMMISSION

TUESDAY, MAY 11, 2021

6:30 P.M.

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(Next Resolution No. PC 21-05)

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 SUCCESSOR AGENCY 421-7309 FAX 421-7366

ROLL CALL

Chairperson Garry Rowe called meeting to order at 6:30 p.m.

Planning Commissioners Present:

Commissioner Borja
Commissioner Pooni
Commissioner Tewari
Commissioner Theriault
Commissioner Zeiss
Commissioner Adams
Chairperson Rowe

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

City Manager Folsom reported the Holiday Inn Express is expected to have a soft opening in early July, no details yet on a grand opening; Authentic 707 should be opening in July; and a Budget Workshop is on May 18th at the Nelson Center.

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).

Motion by Commissioner Zeiss and seconded by Chairperson Rowe to approve the minutes of the April 13, 2021 Planning Commission meeting. Motion passed by the following roll call vote:

AYES: Pooni, Theriault, Zeiss, Adams, Rowe

ABSTAIN: Borja, 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 soft opening of Holiday Inn, increased salaries, and affordable housing project bordering on Blossom and Railroad Ave.

PUBLIC HEARING NONE**GENERAL BUSINESS****3. Discussion and Direction: Good Neighbor Policy – (Kearns: jkearns@suisun.com).**

Senior Planner Kearns gave a presentation, requested Commission direction, and responded to Commission questions.

Use Permits:

Motion: Section of the Good Neighbor Policy, with regard to applicably, would reference for use permits Section 18.66.020, and those development projects that are considered major in the development code.

Consensus:

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

NOES: Borja

Development Projects:

Whether the public hearings should be public meetings and outreach should be prior to or after the application.

Motion: Require pre-meeting for all applications, community outreach would be required for large or significant projects, before the application and at the discretion of the Planning Manager, but not a requirement of every application. During the pre-application process the Planning Manager would determine if they need to have an outreach prior to coming into the application.

Consensus:

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

Type of Notice and Notification:

Is there a need for multiple meetings, if recorded the public can access that meeting and may limit the need for multiple meetings?

Motion: Adopt the Santa Cruz process with the list of potential problems based on a list of things they should discuss based on recommendations from staff and maintaining the on-site posting, live meeting, recorded and staff needs to be present. If applicant wants, instead of recording, staff present they have to pay for staff time. Include summary of comments from meeting.

Consensus:

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

600 feet or under, no circumstance do you notify no less than 50 properties:

Motion: Standard notification be 600 feet from the boundary of the parcel to be developed, with the Planning Manager having the discretion to make that larger if they feel like the impacts might extend to a larger area, no minimum number of individuals to be notified.

Public Comment

Steve Olry commented we need a strong first contact to meet developers.

Consensus:

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

REPORTS: (Informational items only.)

4. a. Commission Members

- Vice Chair Adams commented Suisun City was just awarded \$300,000 from the Capitol Corridor to do two upgrades on the lights, including the train station.
- Commissioner Theriault asked for clarification of when the budget workshop date.
- Commissioner Zeiss reported on a meeting he had with Jonathan Erwin, Program Manager, Irwin, Sustainable Solano Sea Level Project, growing the Resilient Neighborhood Program in Suisun City.

b. Commission Chairperson

ADJOURNMENT

There being no further business the meeting was adjourned at 8:16 p.m.



Planning Commission Agenda Report

Meeting Date 5/25/2021

DATE:	5/25/2021	Files: SPA 20/1-001 CUP 20/1/-001
TO:	PLANNING COMMISSION	
FROM:	John Kearns, Senior Planner (707.421.7335, jkearns@suisun.com)	
RE:	Blossom Apartments: Request to Construct 180 Apartment Units at the Southeast Corner of Railroad Avenue and Blossom Avenue (Assessor's Parcel Number 0037-130-010).	

SUMMARY

The item has been requested to be continued to the June 8, 2021 meeting date by the applicant. This will allow a third neighborhood meeting to take place with the applicant on May 27, 2021 at 6PM.

Recommendation: Planning staff recommends that the Commission open the public hearing; take any public comment; keep the public hearing open and then continue the item to a date certain of June 8, 2021.

BACKGROUND/DISCUSSION/ANALYSIS

Staff will provide a full staff report (including discussion and analysis) for the June 8, 2021 meeting.

CEQA Review

An Initial Study/Mitigated Negative Declaration has been prepared and can be found at <https://www.suisun.com/departments/development-services/planning/>.

Next Steps

Staff will bring forward the project including all plans and environmental documentation to the June 8, 2021 meeting.

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



Planning Commission Agenda Report

Meeting Date 5/25/2021

DATE:	5/25/2021	Files:
TO:	PLANNING COMMISSION	
FROM:	John Kearns, Senior Planner (707.421.7335, jkearns@suisun.com)	
RE:	Good Neighbor Policy	

SUMMARY

At the May 11, 2021 Planning Commission, the Commission provided staff feedback and reached key consensus on four decision points relative to the “Good Neighbor Policy.” Staff has taken that feedback and prepared a draft policy in which staff is requesting the Commission consider a recommendation to the City Council.

Recommendation: Planning staff recommends that the Commission adopt Resolution PC 21-___; A Resolution of the City of Suisun City Planning Commission Recommending City Council Adoption of a Good Neighbor Policy.

BACKGROUND

Following initial direction from the Planning Commission at the April 27, 2021 meeting, staff returned with three examples of good neighbor policies from other cities (Belmont, East Palo Alto, and Santa Cruz). The Commission spent time pointing out what they liked about each and ultimately holding consensus votes on four important consensus points. For the most part, the focus of the Commission was on the City of East Palo Alto and Santa Cruz examples. At the end of the item, there was some level of interpretation left to staff in how to assemble the draft policy.

DISCUSSION/ANALYSIS

With the direction provided to staff, it was clear that the draft policy was to accomplish a few things: (1) staff is to guide the applicant in what level of outreach is required during the pre-application process; (2) the applicant is to reach out and inform the community early in the process; (3) the policy is to be fairly easy to understand and follow.

As mentioned above, the four important consensus points by the Planning Commission were the following:

1. Conditional Use Permits in which Section 18.66.020 would apply are to be required to go through the Good Neighbor Policy process.
2. Require pre-application meetings. Community outreach to be required for large, complex and significant projects. During the pre-application process, Development Services

Department staff would determine if applicant is required to hold an outreach meeting prior to submittal of an entitlement application.

3. Adopt a process that includes on-site posting, in-person meetings, recording the meeting, and have Development Services staff present (in which cost would be off-set per the City of Suisun City Master Fee Schedule “Senior Planner” = \$138/hr.).
4. Standard notification to remain 600 feet from the boundary of the parcel in question with Development Services Department staff having the discretion to expand the notification radius if they feel the impacts may extend more regionally.

Staff has taken this direction and prepared a draft policy for the Planning Commission to consider.

CEQA Review

The adoption of a “Good Neighbor Policy” is exempt from the California Environmental Quality Act per Section 15061. The policy would simply establish procedural steps a development applicant must take in reaching out to adjacent landowners and residents when bringing forward an entitlement application.

Next Steps

If the Planning Commission makes a recommendation, staff will then bring forward the recommendation to the City Council for consideration at an upcoming City Council meeting.

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.

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ATTACHMENTS

1. Resolution PC 21-___; A Resolution of the City of Suisun City Planning Commission Recommending City Council Adoption of a Good Neighbor Policy.
2. Draft Good Neighbor Policy.

RESOLUTION NO. PC21-

**A RESOLUTION OF THE CITY OF SUISUN CITY PLANNING COMMISSION
RECOMMENDING CITY COUNCIL ADOPTION OF A GOOD NEIGHBOR POLICY**

WHEREAS, the Planning Commission held a discussion and direction item on April 27, 2021 in which they requested staff return with relevant examples from other jurisdictions at their next meeting; and

WHEREAS, the Planning Commission held a second discussion and direction item on May 11, 2021 in which they discussed three examples provided by staff (Belmont, East Palo Alto, and Santa Cruz) and directed staff to return with a draft policy; and

WHEREAS, the Planning Commission considered the draft Good Neighbor Policy prepared by staff and recommended City Council adoption.

NOW, THEREFORE, BE IT RESOLVED THAT the Planning Commission of the City of Suisun City does hereby adopt Resolution PC21-__; A Resolution of the City of Suisun City Planning Commission Recommending City Council Adoption of a Good Neighbor Policy.

The forgoing motion was made by Commissioner ____ and seconded by Commissioner ____ and carried by the following vote:

AYES:	Commissioners:
NOES:	Commissioners:
ABSENT:	Commissioners:
ABSTAIN:	Commissioners:

WITNESS my hand and the seal of said City this 25th day of May 2021.

Donna Pock,
Planning Commission Secretary

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DRAFT GOOD NEIGHBOR POLICY

The City of Suisun City is committed to engaging in meaningful 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.

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 Development Services Department and taking into consideration whether wholesale project changes are needed prior to project submittal. For Major, Complex, 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.

Major Projects

1. New Commercial Construction - Any structure greater than 2,500 square feet.
2. New Residential Construction -Any project proposing ten (10) or more new dwelling units.
3. Existing Non-Residential Structures - An addition of 2,500 square feet or more to an existing structure.
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 would demolish a deed restricted affordable housing unit.
6. Any project with a Development Agreement.

Complex Projects (Projects that include one or more of the following):

1. Planned Unit Development (PUD) Permit
2. Zoning Text Amendment
3. Zoning Change
4. General Plan Amendment
5. Projects with Mandatory Environmental Impact Reports
6. Schools
7. Conditional Use Permits (subject to determination by the Development Services Department)
8. ABC License new request or modification.

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.

Notice and Meeting Requirements

(a) Notices:

- (1) All property owners within 600 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" x 11.5" notices posted on City bulletin boards and via United States mail.
- (2) 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 Development Services Department 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 Development Services Department, particularly for vacant lots, larger sites and significant projects. This initial on-site notification is in addition to any on-site public hearing notices required by the Suisun City Municipal Code.
- (3) The applicant is responsible for sending out the meeting notice. Required notice shall include:
 1. Project site map;
 2. Project description; and
 3. Date, time, and location of the meeting(s).
- (4) In addition, the notice must be:
 1. Approved by Development Services Department staff;
 2. Sent out, published, or posted according to City of Suisun City guidelines, at least 14 days prior to the meeting; and
 3. Mailed by United States Postal Service 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 meeting must be recorded or the applicant will pay (as indicated in the City of Suisun City Master Fee Schedule) Development Services staff to attend and take notes.
- (9.) Development Services Department staff may require additional meetings if additional meetings will be beneficial to the community or if prior meetings are not recorded.

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 Development Services Director on a case-by-case basis.
 - (3.) A new Pre-App may be required by the Development Services Director within the one-year period if it is determined that the formal submittal is significantly different from the Pre-App submittal.

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 *Daily Republic*.

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 Development Services Department 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 development Services Department 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.