

**COUNCIL POLICY
CITY OF CHULA VISTA**

SUBJECT: PUBLIC PARTICIPATION

**POLICY
NUMBER**

**EFFECTIVE
DATE**

PAGE

400-02

05/XX/2016

1 OF 3

ADOPTED BY:

DATED: 05/XX/2016

AMENDED BY: Resolution No. 2016-XX

BACKGROUND

In response to public input on recent development projects heard by City Council involving General Plan, Sectional Planning Area Plans, and other Policy Level amendments, staff was directed to revise the Public Participation Council Policy to be more inclusive of broader community review and input.

PURPOSE

To ensure that the public has the opportunity to obtain information about development projects and provide input and feedback on projects throughout the review/entitlement process in a consistent citywide process.

POLICY

The City will use this Community Input Process for all planning and development in the City.

Staff will keep and periodically update an Always Notice list for use in sending out public notices. The Always Notice list will include contact information for Community Organizations, Business Associations, Home Owner Associations and individuals who request receipt of all public notices. Citizens and interested parties can be added to the Always Notice list on the Development Services Department link on the City's website.

A Notice of Application will be sent out to all property owners within 500 feet of a project site within ten (10) days of the application being deemed complete. The notice will include a brief project description, project location, entitlement processes that the project will be required to go through and the name and contact information for the staff project manager. The Notice of Application will also be posted on the City's website. This notification will make concerned members of the public aware of pending applications early in the development review process.

Staff will arrange a Community Meeting for all projects that will have a "Consolidated Hearing"*; that require a General Plan Amendment (GPA); that require a new or amended General Development Plan (GDP); that require a new or amended Sectional Planning Area plan (SPA); that require a new or amended Specific Plan (SP); that require a new or amended Precise Plan (PP); that require a rezone; or any other project requiring a public hearing that results in a significant response from the public to the Notice of Application. In addition, staff will arrange a Community Meeting for any administrative approval project that results in significant response from the public to the Notice of Application.

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Notice of the Community Meeting would be provided to neighbors within 500 feet of a project site, to the management entity for any Home Owners Associations (HOA's) within 1,500 feet of a project site (for HOA distribution to their members as they see fit), and to interested parties on the Always Notice list.

The Community Meeting will be held early in the process, after the project application has been deemed complete and the first internal review of the project has been completed. The meeting will be held early enough in the process to allow for public comments to be considered by the applicant and staff, and to allow for appropriate changes to be made to the project.

While staff will help facilitate the Community Meeting, the Applicant will have the primary role since this is their opportunity to dialogue with potential future neighbors. Staff will provide the applicant with an outline of the presentation components to ensure that the applicant covers all of the important information about the project. Staff administration would be limited to setting meeting locations and being available to answer questions about the process, policies and regulations affecting the project. No formal staff report will be prepared.

The applicant will be provided with the names and contact numbers for all Community Organizations, Business Associations, and management entities and current president for the HOA(s), and will be encouraged to seek their member's early input on projects. Staff will encourage the applicant to have on-going dialogue with the interested parties throughout the processing of the project.

An "Open House" format will be used at the Community Meeting. After the initial presentation of the project by the applicant, community members will be provided an opportunity to have one on one conversation with the applicant and consulting team about the project.

Staff will take notes at the Community Meeting and prepare a "Record of Meeting" that summarizes the issues and suggestions that were raised at the meeting. At subsequent Planning Commission (PC) and City Council (CC) hearings the members will be advised of the issues raised previously by the community as well as how the applicant addressed the issues as part of the staff report.

The PC may provide an optional Preliminary Review on projects that are complex or that the community has raised concerns about at the Community Meeting. This will give the PC the opportunity to raise any early concerns about the project and will provide the public another opportunity to provide input prior to final consideration of the project by the PC. The Preliminary Review will be after the Community Meeting but prior to consideration of the project by the PC. Preliminary Reviews will be included on the PC agenda. The agenda is posted 72 hours prior to the meeting and sent to everyone on the Always Notice list.

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All Zoning Administrator (ZA) decisions will be posted on the City's website. ZA decisions will also be provided to any member of the public who has made a request during the review process to receive it. ZA Notices of Decision will be sent out on the day following the ZA action.

* A Consolidated Hearing is required when a single development project involves more than one permit or any approval that requires consideration by more than one decision making authority. In that case the applications are consolidated for processing and reviewed by a single decision maker or decision making body.