

**COUNCIL POLICY
CITY OF CHULA VISTA**

SUBJECT: PUBLIC PARTICIPATION

**POLICY
NUMBER**

**EFFECTIVE
DATE**

PAGE

400-02

05/XX/2016

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ADOPTED BY:

DATED: 05/XX/2016

AMENDED BY: Resolution No. 2016-XX

BACKGROUND

~~In February 2009, the Development Services Department launched the Process Improvement Program to review the City's development review process to determine improvements that could streamline it, increase transparency, improve public access, make it more predictable for applicants and reduce the cost. One goal of the Process Improvement Program was to respond to concerns about the complexity of the City's development process, including the use of two different public input processes for projects that are either in or out of designated redevelopment project areas.~~

~~The Process Improvement Program resulted in amendments to the City's Municipal Code* that consolidated project hearings into a single hearing (where previously several hearings had been required) and the delegation of some minor project approvals to the Zoning Administrator. Through the Process Improvement Program it was determined that measures to streamline the process needed to be balanced with the public's ability to provide input on development projects. 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 ~~projects~~ in the City. ~~City both inside and outside of designated redevelopment project areas.~~

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 ~~Staff will create a mechanism through~~ the City's website. ~~for being added to the Always Notice list.~~

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

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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 ~~earlier~~ 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~~ and 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.

Notice of the Community Meeting would be provided to Neighbors-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 Listlist." ~~would be invited to the Community Meeting.~~

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, ~~and~~ 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 ~~Community Organizations and Business Associations~~ parties throughout the processing of the project.

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An “Open House” format will be used at the Community Meeting. After the initial presentation of the project by the applicant, ~~“stations” will be set up around the room to give the~~ 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 ~~Design Review Board (DRB), Chula Vista Redevelopment Corporation (CVRC) or~~ Planning Commission (PC) ~~and City Council (CC) hearingsmeetings~~ 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 ~~DRB*** and CVRCPC may will~~ 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 ~~DRB*** or CVRC 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 ~~DRB*** or CVRCPC~~. The Preliminary Review will be after the Community Meeting but prior to consideration of the project by the ~~DRB*** or CVRCPC~~. Preliminary Reviews will be included on the ~~DRB*** or CVRCPC~~ agenda. The agenda is posted 72 hours prior to the meeting and sent to everyone on the Always Notice ~~Listlist~~.

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.

~~* The amendments proposed to the City’s Municipal Code as a part of the Process Improvement Program are tentatively scheduled for consideration by the City Council in the Spring of 2010.~~

****** 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.

~~***In the case of a consolidated hearing where the PC takes on the role of the DRB, the PC will provide the optional Preliminary Review for the project.~~