



DEVELOPMENT AND INFRASTRUCTURE STANDARD OPERATING POLICY AND PROCEDURES

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Public Participation and Notification Policy	ISSUE DATE: 1/20/16	

I. PURPOSE:

The intent of this Standard Operating Procedure (SOP) is to provide information relative to the generalized content and structure of neighborhood meetings. The Zoning Code provides for Public Participation Plans and enables the Planning and Zoning Administrator to approve customized methods for neighborhood meeting structure and content. The purpose of this SOP is to ensure a level of consistency in the execution of neighborhood meetings and to also establish consistency with regard to the expectations of the public concerning neighborhood meetings.

It should be noted that the SOP is intended to be a guide and not a set of rigid requirements based on the fact that neighborhood meetings are often tailored to respond to the unique aspects of a particular case. The Planning and Zoning Administrator may implement changes to the content and structure of neighborhood meetings based on circumstances and issues particular to an application.

II. REFERENCES

OVZCR 22.15 Public Participation

III. PROCEDURES:

1. OVZCR 22.15 requires a minimum of two neighborhood meetings for most development applications. The Zoning Code also provides exemptions from the neighborhood meeting requirements under certain limited conditions.
2. Meeting Notification: Notice will be provided in accordance with Section 22.15.F.4 of the Zoning Code, including:
 - a. Mailed Notice: A notice will be provided to adjacent property owners in accordance with Section 22.15.F.4 of the Zoning Code.

- b. Property Posting: Sign(s) will be posted on or near the property in accordance with Section 22.15.F.4 of the Zoning Code and the following:
 - 1) The number and location of signs must be as approved by the Planning and Zoning Administrator as part of the Public Outreach Plan. Sign locations may be off-site if necessary to provide visibility from a public right-of-way.
 - 2) The signs must include a generalized description of the request in terms which are clear and understandable by the general public and must include reference to the Town's project website. The specific wording of the sign will be reviewed and approved by the Town prior to the signs being posted.
- c. Other Public Notice Methods: The Planning and Zoning Administrator will require or provide additional methods of public notice, when appropriate, including:
 - 1) Computer generated telephone calls to residents within the affected area.
 - 2) Email notifications
 - 3) List-serve or neighborhood website notifications.
 - 4) Social media or other electronic methods which provide notice to residents within the affected area
 - 5) The Town will use the Explorer Newspaper or Vista publication with water bills to augment normal public notice in cases of broader impact, subject to available budget.
- 3. Project Website: The Planning and Zoning Administrator will establish a project page on the Town's website which shall be updated throughout the process. The website will include following project related information:
 - a. Summary description and associated project related plans and details written in non-technical terms that are clear and understandable by the general public.
 - b. Meeting dates, times and locations for all neighborhood meetings and public hearings.
 - c. Project milestones, including all submittals.
 - d. Educational and background information relevant to the project. This information shall be posted a minimum of 15 days prior to the first neighborhood meeting date and shall include:
 - 1) Meeting format and time allotted for staff comments, applicant presentation and audience input and questions.
 - 2) General Plan designation(s), existing and proposed (if applicable).

- 3) General Plan Vision and applicable Goals and Policies.
 - 4) Zoning classification(s), existing and proposed (if applicable).
 - 5) Zoning district standards, existing and proposed (if applicable), including permitted uses, setbacks, building heights, open space and landscaping buffer yards.
 - 6) Reference to review and decision making criteria.
 - 7) Process for decision on the request.
 - 8) Web link to the General Plan, Zoning Code and other applicable policies and regulations.
 - 9) Process steps following meeting, including additional neighborhood meetings, public hearings and dates for recommendation and decisions on the request.
4. Focus on immediately adjacent neighbors first: As immediately adjacent neighbors to a proposed project are most impacted, priority will be given first to these residents at neighborhood meetings. This will be determined by the facilitator asking for immediate residents to raise hands. Questions and input will then be taken from these residents, followed by residents of the larger community.
5. Meeting Sequence: The following outlines the typical sequence of neighborhood meetings:
- a. First Meeting:
 - 1) Staff welcomes the group and outlines the intent and purpose of the meeting, including ground rules and flow of the meeting.
 - 2) Staff summarizes information regarding to the general plan designations, key policies, review criteria, zoning, traffic, drainage, water, schools and other relevant topics. Handouts will be provided on this information.
 - 3) Staff references the education and background information available on the project webpage. Staff emphasizes its importance and discusses how this information is used in decision making by the Town and how residents can obtain more detailed education regarding this information. An offer is made to meet with persons interested in a deeper level of education.
 - 4) Staff will inform residents that there is a potential to craft special conditions to customize the proposal as appropriate.
 - 5) The applicant provides a detailed overview of the development proposal and addresses conformance with the policies and criteria.

- 6) Questions and comments from the audience are taken in roundtable format, with priority given first to residents in the immediate area of the request. Comments are recorded and reflected in the meeting summary notes.
- 7) Staff concludes the meeting by summarizing the main issues raised, which will be the focus of the second meeting, if applicable.

b. Second Meeting:

- 1) Staff welcomes the group and outlines the intent and purpose of the meeting, including ground rules and flow of the meeting.
- 2) Staff provides a brief overview regarding the process and a summary of the topics raised at the first meeting and any relevant Town information, which will be the focus of this meeting.
- 3) The applicant provides a detailed response to the main topics raised, including any proposed modification of the application to address resident concerns.
- 4) Comments and input from the audience are taken, with priority given first to residents in the immediate area of the request.
- 5) Staff concludes the meeting by summarizing any agreements reached and outlining any remaining issues. Staff indicates whether there will be any further meetings based on the outcome of the second meeting.

c. Third and Subsequent Meetings: If applicable, these meetings may occur after the required ones and may utilize any format designed to further understanding of the project and related resident comments and concerns. These formats may include:

- 1) Traditional formats outlined above.
- 2) Open house style meetings with stations focused on specific topical areas such as water traffic, drainage and land use.
- 3) Staff facilitated methods to explore issue identification and possible solutions.
- 4) Small group meetings between the applicant and neighborhoods and/or specific groups of residents are subject to the following when arranged by the Town:
 - a) Notice of small group meetings will be provided to all residents within the notification boundary.
 - b) Meetings are open to all residents.

- c) The meetings will remain focused on specific localized concerns which are the topic of the meeting.
 - d) The results of the small group meeting will be posted on the Project Website, including any agreements reached between the applicant and the residents.
 - e) The meeting location will meet the requirements of the Zoning Code.
 - f) Nothing herein will be construed as preventing the applicant from informally contacting or meeting with groups or individual residents to understand and address concerns.
- 5) On-site meetings to discuss potential development impacts and view land features or other site attributes.

AUTHORIZED

Paul Keesler, Director