



CITY OF CARSON

PLANNING COMMISSION STAFF REPORT

NEW BUSINESS DISCUSSION: February 23, 2016
SUBJECT: Community Meeting Guidelines
APPLICANT: City of Carson
PROPERTIES INVOLVED: Citywide

COMMISSION ACTION

☐ Concurred with staff
☐ Did not concur with staff
☐ Other

COMMISSIONERS' VOTE

<u>AYE</u>	<u>NO</u>		<u>AYE</u>	<u>NO</u>	
		Chairman Diaz			Mitoma
		Vice-Chair Madrigal			Pimentel
		Andrews			Post
		Fe'esago, Jr.			Thomas
		Guidry			

Item No. 10A

I. Introduction

Pursuant to state law and the Carson Municipal Code, most development projects require public hearings and notices to the property owners surrounding proposed projects. In the past 12 months, staff has encouraged developers of projects that we believe will have an impact on a neighborhood to meet with the residents early in the process to obtain input from the community and address their concerns prior to presenting the project to the Planning Commission. For the most part, developers understand the importance of meeting with the surrounding residents. However, some developers have not embraced the idea. Staff believes the adoption of these guidelines would send a clear message to developers that voice of the residents matter in the planning process.

Some members of the Planning Commission have expressed concerns guidelines are needed for requirement of community meetings for projects. As a result, on December 8, 2015, staff offered the Planning Commission to form a committee to discuss protocols for requiring community meetings for projects. Commissioners Mitoma, Palmer, and Thomas volunteered to serve on the committee. On January 7, 2016, the committee met and reached consensus on the types of projects that could warrant a community meeting.

II. Background

The committee agreed that having consistent guidelines on requiring community meetings would be beneficial for both the community and developers. The following includes the committee's recommendations. In addition, staff has added a few items to make a more complete package. All the following provisions are subject to the final approval of the Planning Manager:

- Types of projects subject to a community meeting:
 - All General Plan Amendments and Zone Changes;
 - Most Conditional Use Permits;
 - Projects that are not compatible with the surrounding neighborhoods; and
 - Large scale projects with impacts on a neighborhood.
- Timing for holding the community meeting:
 - Meetings will be held early in the planning process to allow sufficient time for the developer to address comments and/or concerns from the surrounding community.
- Radius of notifications for informing the community:
 - Varies by project.
- Conducting the community meetings:

- The meetings will be arranged by the developer including preparing the notices, mailing the notices, arranging meeting rooms, and conducting the meeting;
- Staff will attend the meetings.
- Method of sharing this information with the developers:
 - Ongoing staff discussions with developers;
 - Including information on the development application; and
 - Complete/incomplete letters.

III. Analysis

Staff encourages the entire Planning Commission to review the above guidelines and provide input to the committee and staff. After comments from the Planning Commission are incorporated into the above guidelines, the final version will become the Planning Division's official guidelines for community meetings.

IV. Recommendation

That the Planning Commission:

- **Direct staff to prepare the City's final Community Meeting Guidelines.**

V. Exhibits

1. None

Prepared by: Saied Naaseh, Planning Manager