

GUIDELINES FOR PUBLIC ENGAGEMENT:

Community Development Forums

The City of Calabasas is committed to informing and engaging the community when large development projects are proposed within the City. The City requires that two Community Development Forums be held for any commercial project application seeking the following entitlements:

- a) General Plan Amendment
- b) Development Plan Amendment
- c) Development Agreement
- d) Zone Change
- e) Variance
- f) New or replacement projects and additions over 10,000SF located in Commercial, Recreational, Multi-family and Planned Development Zones
- g) Tract maps

This requirement does not apply to commercial remodelings or Single Family Home applications in any Residential District.

Why do I need to hold Community Development Forums?

A Community Development Forum offers an opportunity to listen to the ideas and concerns of residents and stakeholders both as you finalize your project design and during the formal application process. The public meetings may be a chance to improve your plan or make modifications that will make a big difference to your neighbors and the community's perceptions of your project.

There may be occasions in which Community Development Forums are not required. You may request that the City Council consider a waiver of these requirements during a regularly scheduled Council meeting.

When do I hold the Community Development Forums?

The first Community Development Forum should be held prior to submitting your application for planning entitlements to the City. The second Community Development Forum should be held after the Development Review Committee (DRC) has met and you have received City comments, but prior to your application being deemed complete.

Community Development Forums shall be scheduled on a regular business day, Monday through Friday, and not on a Federal, State, City or religious holiday. The public meeting shall not start before 6 p.m. or after 7 p.m.

Both Community Development Forums should be coordinated with Planning Department staff at the City.

Where do I hold the Community Development Forums?

Community Development Forums must be located within city limits and preferably near the project site. The City has two facilities available for rental for the first Community Development Forum; Founders Hall located at 200 Civic Center Way, and the Community Center Located at 27040 Malibu Hills Road. The second Community Development Forum will be held in either the Council Chambers or Founders Hall in the Civic Center, and broadcast live on the Calabasas TV Channel (CTC).

Who do I notify about the first Community Development Forum?

The first Community Development Forum should be noticed at least 21 days prior using the standard Community Development Forum template, and mailed to the following by the Applicant:

- a) To all Stakeholders identified as having a potential interest in the Project;
- b) To all residing in the City Zone in which the project is located using USPS “Every Door Direct Mail” or other targeted mail service.

By delivery of a copy of the Community Development Forum notice to the Planning Department, the City will assist in advertising the forum in the City’s website, and will additionally send the notice by email to:

- c) The City’s Citywide Homeowners Associations (HOA) list;
- d) The City’s standard Media notification lists;
- e) The City’s listing of individuals who have requested to be notified of Public Meetings.

Notice of the Community Development Forums must be advertised in (preferably) the Acorn newspaper or other adjudicated newspaper of general circulation in the City at least 21 days prior to the workshops. A banner or sign announcing the event shall also be placed at the project site 21 days in advance of the Community Development Forum.

What should I provide for review at the First Community Development Forum?

The first Community Development Forum should be structured as an opportunity to exchange ideas with the community about development at that site. The format is ideally a “charrette”, with audience participation in design concepts and development features. Materials of benefit in that exchange may include:

- 1) A slide show presentation, with copies for the public;
- 2) Recent aerial photograph of the site and surrounding area;
- 3) The adopted Zoning Map and zoning designation of the subject property, along with a list of allowable uses;
- 4) The City adopted General Plan land use designation of the subject project, and any specific

- plan which identified desired uses or development at that location;
- 5) Any preliminary plans/concepts/sketches or image boards you have generated to illustrate an idea or concept for site use. If you have traffic, geotechnical or other specific information, it should be included as well.
 - 6) An opportunity for the public to engage with the design team and other subject matter experts, using a ‘hands on’ or “charrette” style interactive design process.
 - 7) Your company profile or individual bio, past projects or other relevant development background.
 - 8) Contact information for a designated representative.

What do I do at the First Community Development Forum?

Review your conceptual plan, proposed layout (if available) and explain your proposal or development idea, and listen to what people have to say. After the presentation and questions, the project team (proposer and design professionals) should be available at break out tables to facilitate an interactive design process with the public, and take additional questions and suggestions. At the end of the break out session, take a moment to summarize to the audience what questions you took, or ideas you received at the break out tables. You’ll need to turn in a written summary of the meeting, so be sure to write some notes as you listen. You’ll also need to keep a sign-in sheet of those attending the workshop. Please advise attendees that the sign-in sheet is a public document and that they are not required to provide their names to attend, but may wish to do so to ensure receipt of future notices about the project.

What do I do after the First Community Development Forum?

After the first Community Development Forum, you may file your formal application with the City of Calabasas Planning Department. With your application, you must provide the following materials from the Community Development Forum:

- 1) A copy of your Acorn or other newspaper ad,
- 2) A copy of the Stakeholders list you developed and used for notification of the Community Development Forum.
- 3) A copy evidencing that notices were delivered to the City zone in which the project is located through USPS “Every Door Direct Mail” or other targeted mail service
- 4) A copy of the sign-in sheet from the meeting;
- 5) Copies of presentation materials from the meeting;
- 6) A written description/summary of the meeting. In addition to describing your presentation,, materials and format, it should also include a summary of your outreach efforts to identify key stakeholder groups, use of social media sites to solicit meeting interest; a summary of public comments, suggestions and concerns, and your response to how they may be addressed.

Additionally, you will be required to provide evidence that you have established a webpage or

social media page for the project, as well as contact information for a project representative.

What happens at the Second Community Development Forum?

The Second Community Development Forum should be held after you have received formal comments from the City’s Design Review Committee (DRC) on your proposal submittal, and prior to your application being deemed complete. It is an opportunity to inform the public about your proposal, and why you think it will contribute to the neighborhood and City.

At the second Community Development Forum, you will need to present a slide show of your proposal, and then take detailed questions from the audience. Planning Staff will also be present to provide an overview of the various standards, such as those found in the General Plan, any relevant Specific Plan and the development code which will be used in evaluating the proposal. After the presentation, there will be break out tables for your Design/Engineering Team to further address additional public questions, and provide an interactive design exchange to further refine your project proposal. City Staff will also be at break away tables to take questions and comments from the audience. At the end of the event, take a moment to summarize for the audience what you learned from discussions at the break out tables. The meeting will be held in the Civic Center Complex and be televised.

Who do I notify about the second Community Development Forum?

The second Community Development Forum should be noticed at least 21 days prior using the standard Community Development Forums template, and mailed to the following by the Applicant:

- a) To all Stakeholders identified as having a potential interest in the Project;
- b) To all residing in the City zone in which the project is located using USPS “Every Door Direct Mail” or other targeted mail service.

By delivery of a copy of the Community Development Forum notice to the Planning Department, the City will assist in advertising the meeting in the City’s website, and will additionally send the notice by email to:

- c) The City’s Citywide Homeowners Associations (HOA) list;
- d) The City’s standard Media notification list;
- e) The City’s listing of individuals who have requested to be notified of specific projects or Community Development Forums.

Notice of the Community Development Forums must be advertised in (preferably) the Acorn newspaper or other adjudicated newspaper of general circulation in the City at least 21 days prior to the workshops. A banner or sign announcing the event shall also be placed at the project site 21 days in advance of the first Community Development Forum. If available, banners announcing the meeting may also be placed at the City’s designated community messaging sites.

What should I provide at the Second Community Development Forum?

The second Community Development Forum offers an opportunity to inform the attendees about your updated plans for design at the site and how you see the project benefiting the community. It is also a forum to receive audience comments and suggestions in order to improve and refine your design. Materials of benefit in that exchange will consist of a slide show presentation which may include:

- 1) A site plan;
- 2) Floor plans, elevations and sections through the project;
- 3) Renderings or models;
- 4) A discussion of how the project addresses site and regional requirements, such as traffic, parking, resources, grading, or other environmental areas, and any planned mitigation measures;
- 5) How the project has addressed the goals or requirements of the General Plan, and any applicable Specific Plan or specialty zone or development standard, such as the Scenic Corridor;
- 6) A discussion of special conditions at the site, if appropriate.

After the presentation, the design team should also be present to engage in an interactive design discussion with the public. Often times, other impacts, such as traffic, noise, or grading may also be of concern to the community, so having your team of experts available to answer questions and take in ideas is desirable. The goal is to continue to solicit design ideas in order to refine the project plans before they are finalized and move to a public hearing phase.

What do I do after the Second Community Development Forum?

After the second workshop, you will be asked to provide staff:

- 1) A copy of your Acorn or other newspaper ad,
- 2) A copy of the Stakeholders list you developed and used for notification of the Community Development Forum.
- 3) A copy evidencing that notices were delivered through USPS "Every Door Direct Mail" or other targeted mail service to all residing in the City zone where the project is proposed;
- 4) A copy of the sign-in sheet from the meeting;
- 5) Copies of presentation materials from the meeting;
- 6) A written description/summary of the meeting. In addition to describing your presentation,, materials and format, it should also include a summary of your outreach efforts to identify key stakeholder groups, use of social media sites to solicit meeting interest; a summary of public comments, suggestions and concerns, and your response to how they will be addressed in the current submittal.
- 7) Your updated webpage or social media page for the project, as well as contact information for a project representative.

Who do I contact if I have questions?

Contact any Planning staff member if you have additional questions regarding the first or second

Community Development Forum. After you have submitted an application, you will be assigned to a case planner who will assist you in structuring your second public meeting.

Helpful Terms:

Charrette: A charrette is an interactive planning session where citizens, designers and others collaborate on a vision for development. It provides a forum for ideas and offers the unique advantage of giving immediate feedback to the designers.

Residents: Property owners and renters living in the City of Calabasas.

City Zones: Portions of the City identified by number in the City's Zone Map.

Stakeholders: A person, group, business or organization that has potential interests or concerns regarding the proposal. Stakeholders can include individuals, businesses or groups for whom the project may affect their economics, objectives, policies, interests or way of life.

Sample City Noticing Templates:

Acorn Newspaper

COMMUNITY DEVELOPMENT FORUM

A public meeting will be held to discuss a re-zoning to Residential, Multi-Family (RM) on 10 acres located at 1234 Main Street.

The purpose of this Community Development Forum is to inform neighboring properties, businesses and interested community members of this proposal, seek their comments and respond to questions.

This is not a public hearing, and no decisions concerning the proposal will be made.

The Community Development Forum will be held at 6pm Thursday May 6th, 2016

At Founders Hall, 200 Civic Center Way.

Contact person is Joe Smith (818) 999-9999

Email: jsmith@abc.com

Sample City Noticing Templates:

A 8 ½" by 5 ½" postcard mailer to neighboring properties and interested parties



CITY of CALABASAS

A COMMUNITY DEVELOPMENT FORUM

for a proposed rezoning of 10 acres located at
1234 Main Street will be held:

DATE: Thursday, May 6, 2008

TIME: 6 pm to 9 pm

PLACE: Founders Hall, 100 Civic Center Way

CONTACT: Joe Smith (818)999-9999

jsmith@email.com

The ABC Group will be holding a
Community Development Forum to discuss the proposed rezoning of a
10-acre HM parcel to Residential, Multi-Family(RM)
zoning to allow for up to 80 condominium units.

The purpose of this Community Development Forum is to inform
neighboring properties, businesses and interested
community members about the nature
of the proposal and to seek your comments.
This is not a public hearing, and no decisions
concerning the proposal will be made.

We look forward to seeing you there.