

# Neighborhood Meeting



## INFILL DEVELOPMENT

### Public Participation

The City of Rancho Cucamonga values public participation in the planning process. Public input is solicited in a variety of ways including public hearing notices (both mailed and published in local newspaper), and posting large 4' x 8' "NOTICE OF FILING" signs and public hearing notices on the project site. Perhaps the most effective method is the neighborhood meeting.

For infill projects that are adjacent to residential areas, the applicant is responsible for conducting a neighborhood meeting to explain the project, present drawings, and obtain input from surrounding residents. The neighborhood meeting should be held prior to the Design Review and Technical Review Committees.

### Who should attend?

A written invitation should be mailed, at a minimum, to all property owners within a 300-foot radius. Your case planner should be included in the mailing list. Staff **may** attend as an observer to take notes. The neighborhood meeting should be held in the evening at a convenient location, such as a nearby school or City community center. The invitation should include, at a minimum, the following crucial information and a copy of the letter should be reviewed by your case planner prior to final mailing:

- Applicant's name, address, contact person, and phone number.
- Complete Project Description.  
Example: "TENTATIVE TRACT MAP 12345 - A request to subdivide 10 acres of land into 20 single-family lots in the Very Low Residential District (up to 2 dwelling units per acre), located on the northeast corner of Park Place and Broadway Avenue - APN: 0222-901-99. Related File: Tree Removal Permit DRC200X-XXXXX."
- Project Location Map.



### Be Prepared

The applicant is responsible for running the meeting and presenting their project. The format of the neighborhood meeting should provide **ample** time and opportunity for questions and answers. The applicant should display drawings of the proposed project, including for 20-30 minutes before presentation/discussion. As the public enters the meeting room, it is recommended that a sign-in sheet be provided, as well as comment cards. A table of handouts, notepads, and pens/pencils for the public are helpful. Handouts would typically include 8 ½ x 11-inch reductions of all drawings provided. These drawings should be the best representation of the project possible. Perspective renderings are easier for the public to understand than two-dimensional site plans and elevations. Cross sections at site boundaries should also be available to explain grade differentials.

The applicant should research and be prepared to respond to typical questions, such as floor plan and lot sizes, anticipated sales price, and number of traffic trips project will generate. Comparison data of surrounding homes will be helpful. The applicant's design team and engineer should attend the meeting to respond to detailed questions. It may facilitate discussion by using a large chalkboard or sheets of paper to list public comments. Another method is to ask the public to complete a questionnaire.

## Report Summary

When a neighborhood meeting is conducted, the applicant shall provide a written report, satisfactory to the Planning Director, documenting the results of the meeting, **prior** to the notice of any public hearing or other notice of public review and comment period on the application. This report will be made a part of the administrative record. The Neighborhood Meeting Report shall describe the following:

1. Notification Method: the methods the applicant used to involve the public including:
  - Dates, location, and time of all neighborhood meetings where public were invited to discuss the applicant's proposal.
  - Copy of the notice of invitation sent to public, dates mailed, etc.
  - Copy of mailing list (names and addresses) of those notified/invited.
2. List, preferably copy of sign-in sheet, of all those in attendance at meeting.
3. Summary of questions, concerns, issues, and problems expressed by the public at the meeting, or expressed in writing by the public.
4. Description of how the applicant has addressed, or intends to address, the questions, concerns, issues and problems expressed by the public at the meeting, or expressed in writing by the public. The report shall also identify which questions, concerns, issues, and problems the applicant is unwilling or unable to address, if any, and shall state why.
5. Copies of information handed out at meeting.

