




REPORT TO CITY COUNCIL

DATE: FEBRUARY 14, 2018

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER 

BY: NATHAN HAMBURGER, ASSISTANT CITY MANAGER 
DOUG HOOPER, PLANNING DIRECTOR 

SUBJECT: DISCUSSION REGARDING COMMUNITY DEVELOPMENT FORUM GUIDELINES

The purpose of this agenda item is to provide the City Council an opportunity to discuss whether to direct staff to prepare community development forum guidelines, and share with staff any recommendations they feel may need to be addressed through this process.

In 2017, the Land Use/Economic Development Committee (LU/EDC) discussed with staff their preference for the City to implement new community development forum guidelines. The purpose of the guidelines would be to further engage the public early in the project development review process and well prior to notification of a public hearing. The City of Calabasas adopted their community development forum guidelines in April 2017 (copy attached). The LU/EDC requests the City Council to consider tailoring similar guidelines for Agoura Hills. The general concept for the guidelines would be to require development applicants of certain projects to hold at least one public forum, prior to any public hearing held for the project, in order to present and explain their proposal to the public and answer questions. The LU/EDC desires to allow for a positive and meaningful exchange of ideas between the project applicant and the public. No decisions would be made at the forums. Staff is aware, however, that the City of Calabasas has scheduled a continued public hearing for February 15, 2018, for their Planning Commission's review of an ordinance to modify their guidelines by ordinance.

While the LU/EDC supports moving forward in preparing community development forum guidelines, staff is seeking consensus from the City Council to do so for the City Council's review. Should the City Council direct staff to prepare draft community development forum guidelines, the guidelines can be modeled after those adopted by the City of Calabasas, as suggested by the LU/EDC, but tailored to the City Council's expectations. On two occasions, the LU/EDC provided feedback to staff on formulation of possible guidelines for the community development forums, including criteria for its applicability for certain new projects; the timing and locations of the forum(s); notification requirements; required information to be presented by the project applicants and the structure of the forum(s); and staff's role in the forums. Such details could be reviewed again by the LU/EDC prior to consideration of the full City Council. However, the City Council is

welcome to provide feedback at this time on these issues. At this time, though, staff is seeking individual feedback on the following three key issues:

1. Should staff prepare community development forum guidelines?

The LU/EDC desires to increase opportunities for public engagement in the development review process, and specifically through community development forums. However, the goal of the forum(s) should be clearly determined and stated within the guidelines, as the project applicant would not be bound to comply with public comments received during the forum(s), especially if the public comments conflict with the Municipal Code and the development review process direction provided by staff and the Architectural Review Panel. In other words, the public's role in a community development forum should not be to redesign or modify a project, as that could conflict with staff's role. Instead, staff recommends the forum(s), if approved, serve as an informational meeting for the public about the proposed project and to allow the public to ask questions of the applicant.

If the City Council directs staff to prepare community development guidelines, the guidelines would be presented to the City Council for review and adoption. This would be followed with staff's preparation of a Zoning Ordinance amendment to require compliance with the guidelines. Alternatively, the guidelines and Zoning Ordinance amendment could be reviewed concurrently with the first review held by the Planning Commission, and then the City Council for final action.

2. Which types of projects should be subject to community development public forum(s)?

The LU/EDC supports community development forums being held for the following types of projects:

1. All new development projects, including reconstruction, within the Agoura Village Specific Plan (AVSP) area;
2. All commercial, office, industrial, and mixed-use projects of a certain minimum size to be determined (i.e. 10,000 square feet);
3. Any multi-family project consisting of more than ten (10) units; and
4. Any development project requiring a zone change; general plan amendment; or specific plan amendment.

If adopted, the community development forum guidelines would be a new process for staff, project applicants, and the public to familiarize themselves. As a result, the guidelines may even need to be amended in the future to improve the process. While staff respects the LU/EDC's work to date on this matter, staff recommends the City Council consider the public forum(s) initially be required only for new development projects, or reconstruction, within the Agoura Village Specific Plan (AVSP) area. The City Council could also consider not requiring the public forum(s) be held for projects in the AVSP area if all specific plan and zoning standards are met.

Based on staff's observations obtained from the initial public forums, the City Council could eventually consider expanding the public forum requirements to apply to, for example, proposed commercial, office, industrial, multi-family, or mixed-use development projects of certain minimum sizes or number of units, or for those requiring a legislative change to the general plan, zoning ordinance, or a specific plan.

3. How many forums should be held?

It is anticipated that project applicants would use the public forum(s) as a means of introduction and availing themselves to the public in order to explain the project's description, design and goals early in the development application process. The forum(s) may also allow project applicants to hear the public's issues of interest in advance of a public hearing, although project design and environmental issues would be reviewed by staff for compliance with City guidelines.

The LU/EDC had considered whether project applicants should hold one or two community development forums, and ultimately supported requiring two be held for applicable new projects; with one being held prior to application submittal, and one held soon after application submittal. The staff time required for implementation of the forums has not been factored into the current work plan and the associated costs have not been analyzed or incorporated into the development application fee schedule. These costs could be addressed at the next at the next City Council budget workshop.

Options available for the City Council regarding this discussion item include the following:

1. Direct staff to prepare community development forum guidelines, based on the City Council's feedback provided to staff, for review by the LU/EDC and adoption by the City Council. This would be followed with staff's preparation of a Zoning Ordinance amendment to require compliance with the guidelines.
2. Direct staff to prepare community development forum guidelines and a Zoning Ordinance amendment concurrently, based on the City Council's feedback to staff, for review by the LU/EDC and the Planning Commission, prior to adoption by the City Council.
3. Direct staff not to prepare community development forum guidelines at this time. If this direction is given, the City Council would retain the ability to discuss this matter again at a future date.

Staff welcomes the City Council's feedback on these issues and any additional direction the City Council wishes to provide.

RECOMMENDATION

Staff respectfully requests the City Council provide direction regarding community development forum guidelines.

Attachment: City of Calabasas "*Community Development Forums Guidelines for Public Engagement*"



Community Development Public Forums Guidelines for Public Engagement



CITY of CALABASAS

Community Development Forum Guidelines

The Community Development Forum Guidelines for larger development projects reflects the input of Calabasas residents, stakeholders, and public officials, and aids implementation of the Calabasas 2030 General Plan. In accordance with City Council Resolution No. 2017-1546, two ***Community Development Forums*** must be conducted for any commercial development project or new residential subdivision or apartment project, which involves one or more of the following:

- a) General Plan Amendment;
- b) Development Plan Amendment;
- c) Development Agreement;
- d) Zone Change;
- e) Variance;
- f) Tentative Tract Map;
- g) Proposed new construction on undeveloped land, proposed new construction to fully replace an existing structure(s), or any proposed addition of 10,000 square feet or more to an existing building in a Commercial, Recreational, Multi-family or Planned Development zone.

The first public forum must be conducted prior to application submittal, and the second forum must be conducted prior to a determination by staff that the project application and plans are complete. Details about the purpose and process for the community development forums are found on the following pages.



RESOLUTION NO. 2017-1546

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF CALABASAS, CALIFORNIA, ESTABLISHING
COMMUNITY DEVELOPMENT FORUMS FOR
COMMERCIAL DEVELOPMENT PROJECTS**

WHEREAS, on October 26, 2016, the City Council agenized a discussion on workshops for larger projects, and established a task force to look at how such a requirement could be established for private development projects; and

WHEREAS, the Task Force worked with City Staff to prepare a draft set of guidelines for Council discussion and public comments on January 11, 2017, and February 22, 2017; and

WHEREAS, the City Council finds that the creation of Community Development Forum guidelines for commercial development projects is consistent with the goals, policies, and actions of the Council to maximize public participation and involvement in matters pertaining to Land Use and development; and

WHEREAS, Community Development Forum guidelines for commercial development projects reflects the input of residents, stakeholders, and public officials, and aids implementation of the General Plan's visions for the community; and is adopted in the public interest and is otherwise consistent with federal and state law; and

WHEREAS, the City Council finds that the Land Use and Development Code Amendment will not be detrimental to the public interest, health, safety, convenience, or welfare of the City; and

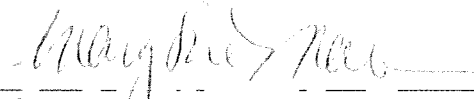
WHEREAS, the proposed actions are in compliance with the provisions of the California Environmental Quality Act (CEQA) because the project is exempt from environmental review in accordance with Section 21084 of the California Environmental Quality Act (CEQA), and pursuant to Section 15061(B)(3) of the CEQA Guidelines;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CALABASAS AS FOLLOWS:

SECTION 1. The Guidelines for Public Engagement-Community Development Forums attached hereto is hereby approved and adopted.

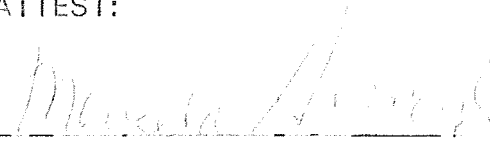
SECTION 2. The City Clerk shall certify to the adoption of this resolution and shall cause the same to be processed in the manner required by law.

PASSED, APPROVED AND ADOPTED this 26nd day of April, 2017.



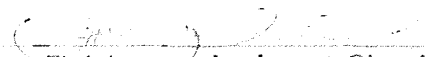
Mary Sue Maurer, Mayor

ATTEST:



Maricela Hernandez, MMC
City Clerk

APPROVED AS TO FORM:



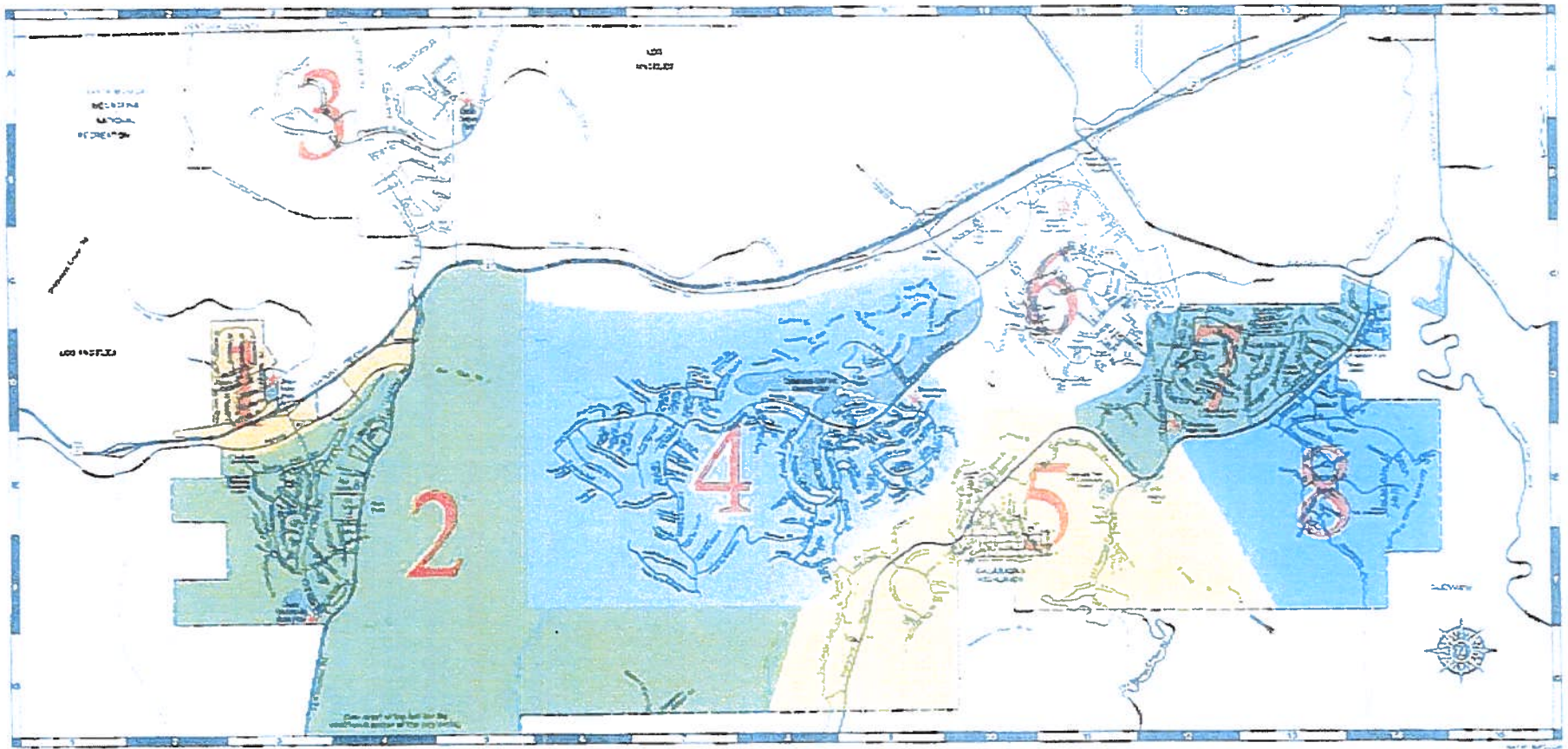
Dave Fleishman, Assistant City Attorney
Colantuono, Highsmith & Whatley

City of Calabasas Zone Map

West Calabasas – Sectors 1,2 and 3

Central Calabasas – Sectors 4 and 6

East Calabasas – sectors 5, 7 and 8





CITY of CALABASAS

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 interior remodelings or Single Family Home applications in any Residential District. These are minimum guidelines only. Projects not required to comply with these guidelines may nevertheless follow these guidelines for projects of potentially significant public interest.

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. If you have a commercial project consisting of new construction of less 10,000sf or an addition to an existing building of less 10,000sf, which project requires a variance, the Community Development Director may exempt the project from these Forum requirements if the project would not cause significant impacts on other properties based on other standards included in the City's Development Code. Such an exemption shall apply only to these Community Development Forum requirements, and not to any other discretionary approvals that may be required for the project.



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 Thursday, 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 and a project website or social media site.

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.
- 7) 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 shall be scheduled on a regular business day, Monday through Thursday, and not on a Federal, State, City or religious holiday. It shall not start before 6 p.m. or after 7 p.m. 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 (attached).

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
Website: <http://www.JoeSmithProject.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

Website: <http://www.JoeSmithProject.com>

The ABC Group will be holding a Community Development Forum to discuss the proposed rezone 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.

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) §
CITY OF CALABASAS)

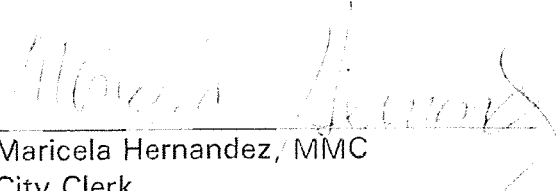
I, MARICELA HERNANDEZ, MMC, City Clerk of the City of Calabasas, California, DO HEREBY CERTIFY that the foregoing resolution, being Resolution No. 2017-1546 was duly adopted by the City Council of the City of Calabasas, at their regular meeting held April 26, 2017, and that it was adopted by the following vote, to wit:

AYES: Mayor Maurer, Mayor pro Tem Gaines, Councilmembers Bozajian, Shapiro and Weintraub.

NOES: None.

ABSTAIN: None.

ABSENT: None.



Maricela Hernandez, MMC
City Clerk
City of Calabasas, California