



Culver CITY

PLANNING DIVISION

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Community Outreach Guidelines

During the Project Review Process, Applicants will be required to hold **up to three (3) community meetings** as determined by the Planning Division and as outlined herein separate and apart from any other outreach meetings the applicant may conduct and any required public hearings (i.e., Planning Commission, City Council). Applicants shall work with their assigned Project Planner in the Planning Division to develop a schedule, identify neighbors and community groups to outreach to, and to prepare the required notification for the Community Meetings.

- **APPLICABILITY.** The following discretionary entitlement applications as outlined in Article 5 of the Culver City Zoning Code may be subject to Community Outreach as determined by the Planning Division and as described herein:
 - Site Plan Reviews (SPR)
 - Administrative Site Plan Reviews (ASPR)
 - Conditional Use Permits (CUP)
 - Administrative Use Permits (AUP) for alcohol sales
 - Comprehensive Plans (CP)
 - Specific Plans (SP)
 - Height Exceptions (HE)
 - Zoning Map Amendments (ZMA)
 - General Plan Amendments (GPA)

COMMUNITY MEETING SCHEDULE

Community Meeting #1	Preliminary Project Review (PPR)	Community Meeting #2	Application Submittal	Project Review Committee (PRC)	Application Deemed Complete	Community Meeting #3
Held a minimum one week prior to PPR submittal	Scheduled with project planner; typically, 2-3 weeks following PPR submittal	Held a minimum one week prior to the formal application submittal	Submittal scheduled with project planner	Scheduled with project planner, typically 2-3 weeks following application submittal	Minimum + 30 days from application submittal or resubmittal	Held within 21 days from application deemed complete.

- **PURPOSE. Community Meeting #1:** Meet with neighbors and/or community members at an early stage to present conceptual plans and to provide information regarding the proposed project and to receive feedback on project plans prior to submitting to the City for PPR. **Community Meeting #2:** Present further refined plans to the community responding to comments from Community Meeting # 1 and the City's PPR comments and receive additional comments prior to submitting a formal application. **Community Meeting #3:** Present full application submittal plans following all revisions for final comment and feedback from the community prior to the Public Hearing.
- **HOSTING/FACILITATION. Community Meetings #1 and #2** shall be hosted and facilitated by the Applicant. Planning staff will attend both meetings to observe. **Community Meeting #3** will be hosted and facilitated by Planning staff.

- **LOCATION.** The Applicant will hold **Community Meetings #1 and #2** at or near the subject property. Alternative locations should provide ample parking for attendees and should be near the subject property. **Community Meeting # 3** will be held at City Hall.
- **NOTIFICATION.** For each meeting, the Applicant shall be responsible for notification to neighbors (including occupants and owners) within a minimum 500-foot radius of the subject property, or to a radius as determined by Planning staff. Additional notification to homeowner groups, the Chamber of Commerce and other local groups, as identified by Planning staff may be required. The applicant shall provide Planning staff with an Affidavit of Mailing and all notification cost shall be the responsibility of the Applicant. Planning Staff will provide the Applicant with a notification template that will include the following minimum information:
 - Notification shall include the date, time and location of the Community Meeting.
 - Notification shall identify the project location (with a map), the requested entitlements, a project description, and contact information including mailing address, phone number and email information for the Applicant and or his/her representatives.

Final review and approval by Planning staff of the notice shall be obtained prior to its mailing. The Notification shall be mailed out a minimum of 14 days prior to the scheduled Community Meeting.

- **STRUCTURE.** The applicant hosted and facilitated **Community Meetings #1 and #2** shall follow the structure and include the material as outlined below:
 - A sign-in sheet which shall include name, address, phone number and email address of each attendee shall be provided.
 - Applicant shall give an overview of the project and present plans (i.e. floor plans, site plans, elevations, renderings, etc.) and results of any preliminary environmental studies as applicable.
 - Applicant should be able to answer questions about the project from attendees, including requested entitlements and operation details of the proposed project.
 - Applicant shall identify any project changes in response to community and/or staff concerns, comments and/or questions.
 - Applicant shall keep meeting minutes to include bullet points of all concerns, comments and/or questions raised.
 - Sign in sheet and bullet point minutes shall be provided to the Project Planner within 3 **working days** following each meeting.

The City hosted and facilitated **Community Meeting #3** shall follow the structure and include the materials as outlined below:

- A sign-in sheet which shall include name, address, phone number and email address of each attendee shall be provided.
 - Applicant shall give an overview of the project and present plans (i.e. floor plans, site plans, elevations, renderings, etc.) and results of any final environmental studies as applicable.
 - Applicant shall identify any project changes in response to community and/or staff concerns, comments and/or questions.
 - City Staff and Applicant will answer questions about the project from attendees, including details on requested entitlements, operation details of the proposed project, CEQA analysis and the hearing schedule.
 - Planning Staff shall keep meeting minutes to include bullet points of all concerns, comments and/or questions raised.
 - Sign in sheet and bullet point minutes shall be provided to the Applicant within 3 **working days** following the meeting.
- **EVALUATION/REPORT.** Planning Staff shall be present at each community meeting and prepare an evaluation of the applicant's response to community concerns, comments and/or questions from each community meeting and provide said information in its written report to the Planning Commission and/or the City Council.