



## PLANNING & DEVELOPMENT

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### INSTRUCTIONS REGARDING COMMUNITY OUTREACH

Last Updated January 2020

#### For all projects:

Early in the design process, the City strongly encourages owners to meet with their neighbors, whenever possible, to present plans and try to identify and resolve issues of concern. Applicants can meet with neighbors one-on-one or at a gathering; whichever seems more appropriate to them. Projects in a Residential (R) District require contact between the subject property owner and the abutting and confronting property owners and tenants (See Figure 2). Projects of Community or Neighborhood Interest<sup>1</sup> require a meeting with owners, residents, and community groups within 300 feet of the project (See page 2).

#### For a project that proposes to eliminate a dwelling unit subject to the Rent Ordinance ([BMC Chapter 13.76](#)) through demolition, including elimination of a dwelling unit by conversion:

The applicant must provide all sitting tenants notice of the application to demolish the building and the proposed scope of work no later than the date the application is submitted to the Land Use Planning Division, including notice of the tenant(s)' rights pursuant to BMC Chapter 13.76 (see attached [Notice: https://tinyurl.com/ssnm5aq](https://tinyurl.com/ssnm5aq)). Submit a statement confirming such notice has occurred with the Use Permit application.

#### For any project in a Residential (R) District:

Once an applicant is ready to submit the application, he/she should request their neighbors' signatures **ON THE SITE PLAN DRAWING**, following the instructions below (See Figure 1). These signatures tell the City that the applicant has informed their neighbors of the proposed project – it in no way implies that a neighbor “approves” of a project. The signatures do not ensure approval or denial of a project, rather they confirm the applicant has fulfilled the Zoning Project submittal requirement to contact their neighbors before submitting an application.

Signatures must be gathered from owners **AND** occupants of a property. If after more than one attempt to contact them in person, the owner is not able to contact a neighbor

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<sup>1</sup> Projects of Community or Neighborhood Interest: 1) Any project in a Residential District that would create 6 or more bedrooms on a parcel within ½ mile of the UC Campus (or the area confined by Grant Avenue on the west, Derby Street on the south, and Rose Street on the north); and 2) Any project in a non-residential district that involves three or more stories, a Density Bonus under Section 65919 of California State Law, a Floor Area Ratio  $\geq 2.00$ , or more than 10,000 square feet gross floor area.

(either owner or tenant), or the neighbor refuses to sign the plans for whatever reason, please provide evidence that you attempted to contact the individual in-person on more than one occasion, and have provided them with a copy of the plans via certified mail.

If a neighbor voices concerns about the proposed project, the City advises that mediation take place early in the process. SEEDS Community Resolution Center (formerly East Bay Community Mediation) is one option available to help applicants and neighbors resolve problems ([www.seedscrc.org](http://www.seedscrc.org)).

In unique circumstances, work with a Planner for guidance in the type of notification that would be appropriate for the particular project, or other substitute arrangements.

### **For projects of Community Interest – Community Meeting Required**

For any project of Community or Neighborhood interest, the applicant is required to contact all property owners, residents, and neighborhood organizations within 300 feet of the project site to advise them of the proposed development. The steps to complete this requirement are the following:

1. Obtain from the Land Use Planning Division a list of all property owners, occupants/residents, and neighborhood organizations within 300 feet of the project site,
2. Invite those on the list to at least one neighborhood meeting to review the project plans and discuss any questions or concerns, and
3. Hold the meeting and keep a record of attendance and topics discussed.

Following the meeting, the applicant shall submit evidence of mailed invitations (in list form, not copies of each individual mailed letter), an attendance list with name, address, and contact information (email and/or phone number), signatures, and legible meeting notes describing the topics discussed, any potential concerns or issues and proposed solutions.

**Note:** *This requirement does not apply to any project that is subject to the 'Neighbor Pre-Application Contact for any residential project in any residential district', listed above. Other major non-residential projects are strongly encouraged, but not required, to follow this procedure.*

**Figure 1. Sample Table and Statement for Neighborhood Signatures for Residential Projects:**

Step 1: Print a blank signature block, like the example below, with the explanatory statement, **ON THE SITE PLAN ITSELF**. (No cutting and taping of the signature block onto the plans, etc.)

Step 2: Provide abutting and confronting neighbors (includes owners and occupants) an opportunity (1) to review the full set of plans and (2) to indicate that they have seen these plans.

Step 3: Submit the signed sheets of the plans to the City as part of the Application. Signatures must be included on this plan sheet on every set of plans submitted.

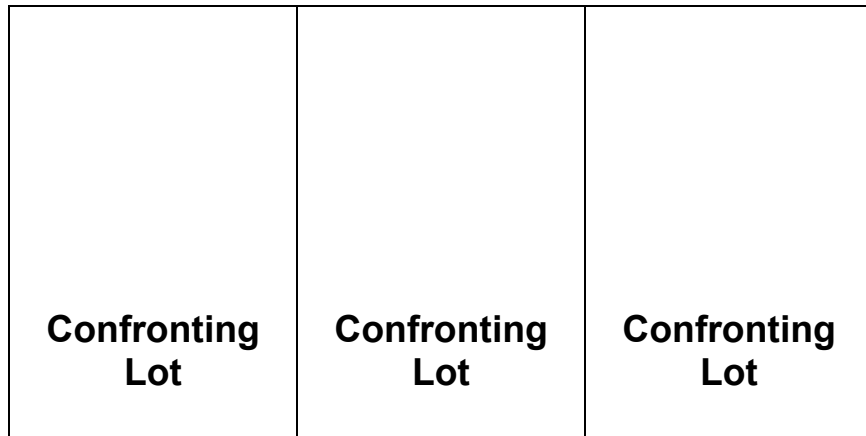
I have reviewed the plans for a *(Insert short description of your project. Example – a 750 square foot, 24' high residential addition\*)* at *(Location of the project. Example -- 5 Albert Street\*)*.

Name (printed)	Signature	Address	Renter or Owner	Date	Have no objections	Have objections (Please state briefly)	Have no comment
<b>EXAMPLE</b>							

\* Example description and address

(See back)

**Figure 2. Example of Abutting and Confronting Lots**



**Street**

