

17.60.055 - Community development forum requirement.

- A. Purpose. The city is committed to informing and engaging the community as large development projects are proposed within the city and move through the city's development permit application review and approval process. The required community development forums offer the community, applicants, and project stakeholders an opportunity to hear and consider the ideas and concerns of residents and stakeholders as applicants develop and finalize project design before and during the initial stage of the formal application process and the city's development permit application review and approval process.

Statement of Purpose. Every notice required to be provided by applicants under this section shall include the following statement of purpose:

"The City of Calabasas requires that Community Development Forums be conducted for the following reasons:

1. This forum is an opportunity to inform the public at the earliest stage possible that a development project may be proposed for the area.
2. Because the development project being discussed may be one that could have an effect, benefit, impact, or contribution to your neighborhood, the City believes that community engagement and outreach is important.
3. The City of Calabasas believes that an informal exchange of project information, together with ideas and concerns from members of the public, can result in superior projects.
4. This Forum is not a formally noticed "public hearing," and no decisions will be made at the Forum. Neither is there any obligation for the City, Applicant, or Property Owner to adopt or incorporate ideas and suggestions which arise and are discussed at the Forum."

B. Applicability.

1. Projects Required to Hold Two Community Development Forums. The city requires that two (2) community development forums be held for project applications located in commercial, recreational, multi-family or planned development zones proposing either a new, replacement or addition building area larger than ten thousand (10,000) square feet, or seeking one (1) or more of the following entitlements, in addition to all other applicable application requirements under this Code:
  - a. General plan amendment,
  - b. Development plan amendment,
  - c. Development agreement,
  - d. Zone change,
  - e. Variance,
  - f. Tract maps.
2. Exemptions. This requirement does not apply to development projects that are either individual single-family residences in a residential zoning district or consist of solely interior remodeling or alterations of existing commercial structures.
3. Other Projects. An applicant for a project not subject to the requirement to host community development forums may nevertheless choose to hold community development forums for any project of potentially significant public interest.
4. Waiver Requests and Criteria. Notwithstanding the requirements in subsection (B)1 of this section, an applicants may apply for a waiver of the community development forums requirement. The director may waive the requirement for projects with a building area smaller than ten thousand (10,000) square feet if the director finds that waiving the requirement would

not substantially impact the ability of the public to provide meaningful comments on a project's development and that adequate alternative measures exist to ensure that the public is kept informed of the proposed project, including, but not limited to, a public hearing notice for a project under consideration by the planning commission. The planning commission may waive the requirement for projects with a building area larger than ten thousand (10,000) square feet if the planning commission finds that waiving the requirement would not substantially impact the ability of the public to provide meaningful comments on a project's development, that adequate alternative measures exist to ensure that the public is kept informed of the proposed project, including, but not limited to, a public hearing notice for a project under consideration by the planning commission, and that granting the waiver is not likely to result in substantial adverse impacts as a result of insufficient public participation in considering the application.

C. Forum Number, Location, and Timing Requirements.

1. Two (2) Community Development Forums Required. An applicant is required to hold two (2) community development forums. The applicant must hold the first community development forum prior to submitting a development application for planning entitlements for a project subject to this section. The applicant must hold the second community development forum after the development review committee has met and considered the submitted project application. The city will not deem an application subject to this section complete until after submission of proof, as specified in this section, that the applicant has held both the first and second community development forums.
2. Location and Time. The applicant must hold community development forums on a Monday through Thursday, starting between six p.m. and seven p.m. Community development forums may not be held on Fridays, Saturdays, Sundays, or a declared federal, state, or city holiday. Applicants shall consider scheduled community events that may be likely to conflict and shall coordinate with planning department staff in scheduling community development forums. Community development forums must be located within city limits, and near the project site to the extent feasible. The first community development forum may be held at a private facility or one (1) of two (2) city facilities, Founders Hall located at 200 Civic Center Way, and the community center located at 27040 Malibu Hills Road. The second community development forum shall be held in either the council chambers or Founders Hall in the Civic Center, and broadcast on the Calabasas TV Channel (CTV), which is to also be publicly available via the CTV website.

D. Forum Notice Requirements.

1. The applicant is required to provide at least 21-days' notice of the first and second community development forums, using the community development forum template available from the director, by US mail to the following persons and entities:
  - a. To all resident stakeholders identified as having a potential interest in the project, known to the applicant and/or city by having signed up on an interest or notification list maintained by the applicant for the project or by having signed up with the city on a list seeking additional information regarding a project.
  - b. To all residents of the city zone in which the project is located, whether east, central, or west, as depicted on the city's most recent notification zones map available from the director, using USPS "Every Door Direct Mail" or other equivalent targeted mail service. Notices sent using this service shall be sent to both property owners and resident tenants, to the extent separate addressing information is available.
  - c. To the Planning Department. Upon receipt of a copy of the first community development forum notice, the city will assist in advertising the forum in the city's website, and will additionally send the notice by email to:
    - i. The city's citywide homeowners associations (HOA) list;
    - ii. The city's standard media notification lists; and



2. Second Community Development Forum. The second community development forum is intended to be held after the applicant has received formal comments from the city's design review committee regarding the proposed project, but must be held before the project application may be deemed complete. The city intends that this second forum serve as an opportunity for the applicant to inform the public about project proposals and updates after the first forum and to inform the public and neighborhood about benefits that the project will contribute to the community. It is also a forum for the applicant to receive substantive audience comments regarding the project's size, land uses, and other aspects and suggestions in order to improve and refine project designs.
  - a. To facilitate the purposes of the second community development forum, the applicant is required to provide the following materials to attendees to the extent they are available, and complete the following requirements in holding the second community development forum:
    - i. The project and site information available at the first community development forum, updated as applicable;
    - ii. A project site plan;
    - iii. Floor plans, elevations and cross-sections through the project;
    - iv. Renderings or models;
    - v. A written narrative of how the project addresses applicable site constraints and city, regional, state, and federal legal requirements, related to traffic, parking, natural, biological, historic, and other resources, grading, or other potential environmental impacts, and any planned mitigation measures to reduce one (1) or more of those potential impacts;
    - vi. A written narrative of how the project addresses the goals and requirements of the general plan and development code, and any applicable specific plan or specialty zone or development standard, such as the scenic corridor; and
    - vii. A written narrative of special conditions at the project site, as appropriate.
  - b. At the second community development forum, the applicant is required to present the project's conceptual plan, provide an overview of the proposed land uses and site plan, provide an overview of the information required above, and then answer detailed questions from the audience. Planning staff will also be present to provide an overview of the various applicable 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 completing the presentation and answering questions from the public, the applicant is required to host several small-group discussions with members of the project's design and engineering teams, then answer further specific questions from members of the public. The city anticipates that the public will have specific questions regarding project impacts such as traffic, noise, or grading of concern to the community, and thus the applicant is required to have present members of the project team qualified to answer questions regarding those and other potential impacts of the project. After completing the small-group break-out sessions, the applicant is required to provide an oral summary of the discussions held, ideas received, and concepts discussed at each small-group break-out session.

F. Development Permit Application Requirements After Community Development Forum.

1. Post-First Forum Requirements. After the first community development forum, the applicant may file formal planning entitlement applications with the city planning department, in compliance with all applicable requirements of this Code. The applicant must include the following materials, to the extent that they are available from the first community development forum, as part of the application submittal for a project subject to this section:
  - a. A copy of the published Acorn or other newspaper ad, with a proof of publication;

- b. A copy of the residents and other stakeholders list developed and used for notification of the first community development forum;
  - c. A proof of service 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;
  - d. A copy of the sign-in sheet from the first community development forum;
  - e. Copies of available presentation materials from the first community development forum;
  - f. A written narrative description/summary of the first community development forum, that must describe the applicant's presentation, materials and format, include a summary of the applicant's outreach efforts to identify key stakeholder groups and explanation of the use of social media sites to solicit meeting interest, include a summary of public comments, suggestions and concerns, and include a narrative description of how those public comments, suggestions and concerns will be addressed; and
  - g. Proof that the applicant has established a webpage or social media page for the project, as well as contact information for a project representative.
2. Post-Second Forum Requirements. After the second community development forum, the applicant must submit the following materials to the city, to the extent that they are available, providing proof of completing this requirement, before the project's planning entitlement applications may be deemed complete, if in compliance with all other applicable requirements of this Code:
- a. A copy of the published Acorn or other newspaper ad, with a proof of publication;
  - b. A copy of the residents and other stakeholders list developed and used for notification of the second community development forum;
  - c. A proof of service 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;
  - d. A copy of the sign-in sheet from the second community development forum;
  - e. Copies of available presentation materials from the second community development forum;
  - f. A written narrative description/summary of the second community development forum, that must describe the applicant's presentation, materials and format, include a summary of the applicant's outreach efforts to identify key stakeholder groups and explanation of the use of social media sites to solicit meeting interest, include a summary of public comments, suggestions and concerns, and include a narrative description of how those public comments, suggestions and concerns will be addressed in revised project plans, as applicable; and
  - g. Proof that the applicant has established an updated webpage or social media page for the project, as well as contact information for a project representative.
- G. Enforcement. The director shall have the power to enforce this section under all remedies available under this Code and to require an applicant to comply with the terms of this section by not deeming a planning entitlement application complete until the applicant submits proof of compliance, as stated in Subsection (F), with the terms of this section. The director shall also have the power to waive strict compliance with the terms of this section, in the event of failure or deviation by an applicant from strict compliance with the terms of this section, if the director finds that granting a waiver of strict compliance with this section will not defeat the stated purpose of this section and will not prejudice the public's right to be apprised of and participate in a community development forum for a project subject to this section. Any person may appeal a director determination under this subsection to the planning commission under Chapter 17.74 of this Code.

(Ord. No. [2018-353](#), § 1, 5-23-2018)