

City of Santa Ana – Planning and Building Agency

What You Need to Know About Your Early Outreach Community Meeting

(Ordinance Amended June 6, 2023 – Ordinance No. NS-3040 – Effective July 6, 2023)

The Santa Ana City Council encourages public input as early in the planning process as possible. To accomplish this, selected development projects require two (2) in-person community meetings during the administrative development project review portion of the application process.

If your project fits into one of the following categories, then you will be required to hold two (2) community meetings described in this guide.

- City-sponsored development projects
- New residential projects containing 25 or more units, unless exempted for purposes of affordable housing funding deadlines
- New non-residential projects (including additions to existing buildings) of 10,000 square feet or more and which are subject to a Negative Declaration, Mitigated Negative Declaration or Environmental Impact Report as defined under the California Environmental Quality Act
- Development projects requiring a zone change, specific plan or specific development amendment, or general plan amendment

Community Meeting Process

For the types of projects listed above, it is important to hear from the community and address their concerns early in the development project review process. The purpose of these meetings is for you to explain the proposal to residents and receive their input. These meetings should accomplish the following things:

- Establish a positive dialog between the development team and the community
- Allow for project modifications early in the process
- Avoid delays during public hearings due to neighborhood concerns

As a project applicant, you are responsible for arranging and conducting the meetings. Failure to hold the required meetings and comply with the established timelines will result in your application being deemed incomplete. The following three pages outline the steps you will need to follow.

1. Submit Your Development Project (DP) Review Application to the Planning Division

For this step, you will follow the instructions in the Development Project (DP) Review application checklist. A Planner will be assigned to help you with this process.

2. Set the Date and Time and Arrange for a Location

The first community meeting must be held within the first twenty (20) days after you submit your development project review application. Holding the meeting within this time period will ensure that members of the community have the earliest opportunity to comment on your project and will help you to avoid delays in the processing of your application.

After the City delivers comments on the initial project submittal, you should review the comments and prepare for the second community meeting. The second community meeting shall be held at least 10 days prior to the development project being resubmitted to the City for review. This minimum 10-day period is intended to provide the applicant time to hold the second meeting, receive additional feedback from the meeting participants, and revise the project plans before resubmitting the project back to the City for review.

Your community meetings must be in person, either on a weeknight during the early evening hours or on a Saturday. You are also responsible for livestreaming the meeting on a publicly accessible streaming platform.

The meetings must be held in a facility that is accessible to the public and that is no more than one (1) mile from the project site. If this type of facility is not available, you may instead arrange, at your own expense and subject to availability, to use a City facility that is closest to the project site.

3. Obtain the Mailing List

You will need to notify property owners and tenants/renters having a valid US Postal Service address within a 2,000-foot radius of the project site within the city boundary and a 300-foot radius of the subject property where the notification radius extends over the city boundary into an adjacent jurisdiction.

You will need to arrange to have the mailing list prepared by either a private address list company or other service capable of creating such a mailing list.

4. Prepare and Send Meeting Notices

The notices you prepare shall include the following items:

- The time, place and date of the community meeting
- A map depicting the location of the subject property, including the properties contained within the notification boundary
- A brief description of the project
- Your contact information

The notices must be written in English and Spanish and include instructions as to how to request language interpretation services for those wishing to have interpretation during the community meetings in languages other than English or Spanish.

The notice must be mailed no less than 10 days before each meeting.

5. Post and Publish Meeting Notices

In addition to mailing the notices of the community meetings, you will also need to post a notice at the project site and publish the notice in a local newspaper for each meeting. Examples of these notices are included in this handout. Your case planner may provide you with additional public notice templates and instructions about publishing your notice in the newspaper. You may also wish to augment any of these required notices with alternative forms of communication, such as e-mail, websites and hand distributed fliers.

As part of the notification process, City staff will also post meeting notices on the project's webpage on the City's website. Staff will also send an email containing the meeting notice to interested parties (via blind carbon copy, or BCC, to ensure privacy). Lastly, staff will send an Outlook meeting invitation to internal stakeholders, including the Director and Assistant Director of the Planning and Building Agency, the Planning Manager, and the Neighborhood Initiatives and Environmental Services section, to ensure they are aware of the meeting..

6. Prepare for the Meeting

You will need to have presentation-sized graphics prepared of the conceptual project plans, including at least a site plan and exterior elevation drawings. Colored plans are easiest for the public to understand and you are encouraged to use them.

Spanish interpretation services for in-person meeting attendees is required. If any members of the public have requested translation services in a language other than Spanish in advance, you will need to arrange to have an interpreter available during the meeting. Requests for language interpretation services must be made in writing and submitted to you no later than 48 hours prior to each meeting.

7. At the Meeting

When community members arrive, you may find it helpful to provide them with name tags and offer them a sign-in form so that you may contact them later to give them project updates or responses to specific questions. It is not mandatory that they provide you with their names or contact information.

At the start of each meeting, you should provide an introduction to the audience about the reason the meeting is being held, who received the notices, what will be discussed, the meeting format, and how participants can share their questions and feedback. It is also helpful to have an individual dedicated to taking notes to ensure questions and feedback from the audience are being noted.

A single presentation is required during each community meeting detailing the components of the

proposed development project and a description of any impacts or benefits to the community. The presentation must also include your contact information whereby individuals can solicit further information.

The presentation during the second community meeting must include a description of all specific community-suggested input and/or proposed changes to the project which were discussed at the first meeting, and identify which community-suggested items were incorporated into the revised project scope. If any community-suggested input and/or proposed changes were not incorporated into revised project scope, the applicant shall describe in the presentation for the second meeting why those items were not included within the revised scope, if applicable.

Following your presentation, allocate sufficient time for members of the public to ask questions and provide feedback.

You are required to livestream the meeting presentation and subsequent questions and discussion on a publicly-accessible streaming platform. You will need to prepare detailed minutes of the meeting including a written record of the comments provided by community members.

8. After the Meeting

Not more than four (4) days after the meeting, you will need to provide the Planning Division the following:

- An affidavit under penalty of perjury that the required community meeting was held in compliance with the Sunshine Ordinance;
- A copy of the presentation materials;
- Copies of all notices, notification lists, site postings, radius maps, and any advertisements and other communication used to publicize the meeting;
- Meeting sign-in sheets;
- Meeting minutes and the written record of, and response to, the public comments made at the community meeting;
- A video and audio recording of the meeting; and
- A summary of the presentation and questions and answers provided during the meeting.

Failure to provide the City all information and materials by the required timelines will result in the development project application being deemed incomplete until such time that all required information and materials are provided.

Staff will include the meeting materials as attachments to the administrative development project review comments and will post them on the project's webpage on the City's website. The public input received will be made part of the public record and included as attachments to any required staff reports.