

**CITY OF ENCINITAS**  
Development Services Department  
505 S. Vulcan Ave  
Encinitas, CA 92024  
[www.encinitasca.gov](http://www.encinitasca.gov)  
Phone: 760-633-2710  
Email: [planning@encinitasca.gov](mailto:planning@encinitasca.gov)

# CITIZEN PARTICIPATION HANDOUT

## PURPOSE

The purpose of the Citizen Participation Program (CPP) is to:

- A. Ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community;
- B. Ensure that citizens have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the review and decision-making process;
- C. Facilitate ongoing communication between the applicant, interested citizens, city staff, appointed and elected officials through the applicant review process;
- D. The Citizen Participation Program is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to allow for informed decision making.

## APPLICABILITY AND EXEMPTIONS

Encinitas Municipal Code Chapter 23.06 (Citizen Participation Plans) requires every application for development or construction that requires a discretionary permit or administrative review implement and complete a Citizen Participation Plan prior to the first public hearing or notice of public review and comment period. Every City sponsored capital improvement project shall also include a CPP that must be implemented before final approval or award of construction bid.

The following types of projects are exempt from the CPP requirement when in compliance with all other City ordinances and regulations:

1. Construction of one single-family detached dwelling, not within the Coastal Commission appeal jurisdiction, provided that no discretionary permit or administrative review is required other than a Coastal Development Permit
2. Signs
3. Sign Programs
4. Certificates of Compliance
5. Extension Requests
6. Lot Line Adjustments
7. Ministerial Applications (Ord. 2002-11)

An applicant may submit a Citizen Participation Plan and begin implementation prior to the formal application submittal, **after** conducting a pre-application consultation with Development Services staff.

Applications submitted 60+ days after CPP report approval require a notice to be sent to the public notice list, notifying them that a formal application has been submitted.

A project cannot be Deemed Complete until the CPP final report has been submitted by the applicant, reviewed by staff, and approved for distribution to all CPP participants.

## PUBLIC NOTICE REQUIREMENTS

The importance of the CPP notice is to allow for early community participation, interaction, and dialogue. The City will make every effort to keep to the below outlined timeframes and will work with applicants and neighbors when inconsistencies arise.

Type of Communication	CPP Notices Received by Neighbors and Interested Parties
Meetings	Postmarked a minimum of 10 days prior to the meeting date
Newsletters	Postmarked a minimum of 14 days prior to the close of the 14-day comment period

Additional Requirements
Signed Certificate of Mailing (staff will provide upon CPP approval)
Retain returned/undeliverable mail to be referenced in Final CPP Report
Note: Any interested party not on the mailing list will be added for future mailings regarding the project

### FOR MORE INFORMATION OR QUESTIONS PLEASE CONTACT:

Development Services Department – Planning  
 505 South Vulcan Avenue, Encinitas, CA 92024  
 Phone: (760) 633-2710 Email: [planning@encinitasca.gov](mailto:planning@encinitasca.gov)

## PLAN CONTENTS (REQUIRED FOR SUBMITTAL)

### 1. Citizen Participation Plan (see page 5)

#### A. Project description

- Case number (assigned by staff)
- Project location
- Property owner
- Scope of work
- Zoning designation
- Required permit types
- What exists on site and what is proposed (including square footages, architectural style and/or materials to be used, and other pertinent information)
- Property types that surround the site

#### B. Interested Parties and Methods of Notification

- All owners and occupants within 500 feet of the project site, as well as any interested parties will be notified of the meeting (or newsletter if approved by the project planner) via mail and the City's Public Notice webpage.

In some instances, newsletters may be allowed in lieu of a meeting, subject to Planner approval.

#### C. Schedule

- Submittal date
- Proposed meeting (or newsletter mailout) date – subject to staff approval
- Final report submittal date

On-site meetings are preferred, but alternate locations may be used. Meeting rooms are available at City Hall for a nominal fee (subject to staff availability).

#### Meeting date/time guidelines:

- No meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday or the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Wednesday of the month when Planning Commission and City Council meet.
- Weekday meetings to start at 6 p.m. or later, weekend meetings 10 a.m. or later.
- No meetings on holidays/close proximity to holidays.

### 2. Draft Notice Letter (see page 6)

- Project description (Refer to 1A)
- Contact information: name, email address, and phone number
- Meeting date, time, and location – subject to staff approval

Notice package and vicinity map will be provided by the City upon CPP approval, and applicant is responsible for mailing and associated costs.

- Vicinity map – provided by the City
- Standard disclaimer

**3. Sign in sheet (see page 8A)**

**4. Comment cards (see page 8B)**

**5. Plans – minimum size 8.5” x 11”**

- Site plan
- Floor plans
- Elevations

**6. Final report – due at conclusion of meeting or comment period (see page 9)  
(submit Final Report within 7 days of meeting or 14 days after mailing of newsletter)**

- Case number
- Project address
- Project name
- Technique used to notify and involve the public of the application
  - Chronological list of meetings, newsletters employed in outreach process
  - Number of notices mailed out and number returned as undeliverable
  - Number of participants
- Description of the concerns, issues, and questions heard during the CPP process
- How the concerns, issues, and questions were addressed
- If concerns, issues, and problems could not be addressed, explain why

The sign-in sheet, comment cards, and written correspondence shall be submitted as report attachments per EMC 23.06.040.F. Once the report has been approved by staff, applicant is required to distribute a copy to all CPP participants.

Projects that are modified as a result of staff review or the CPP process may require additional CPP meetings or newsletters. An updated application and revised plans must be submitted in order to complete project review.

Citizen Participation Plan  
**Case number (assigned by staff)**  
**Project address**  
**Project name (i.e., Jones remodel)**

Project Description

This project proposes **general scope of work** at **site address**. This property is owned by **property owner name** is zoned **zoning designation**, and is within the **overlay zones if applicable**. The project requires the following:

1. A **Permit type** is required because **reason why permit type is required**.

*List additional permit types as applicable*

**Additional project details: what is currently on site, what is proposed, square footages, style of architecture and/or materials to be used, and other pertinent information.** The site is surrounded by **site surroundings to the north, south, east, and west.**

Interested Parties/Methods of Notification

All property owners and occupants within a 500-foot radius from the project site will be sent a copy of the neighborhood letter and vicinity map in the mail. Any other groups that the City feels should be notified will also receive a letter. This Citizen Participation Plan would give the community the opportunity to provide comments, input, and ask questions about the proposed project. Community input will be collected at a meeting to be held at **proposed meeting location**. *(Or Community input will be collected during a 14-day comment period if newsletter CPP is approved).*

Schedule

1. Submit CPP to planning staff for approval – **Date**
2. Hold Neighborhood meeting – **Date of meeting or newsletter mail-out date (subject to staff approval)**
3. Submit final report – **Date (7 days after meeting or 14 days after newsletter mail-out date)**

**Notice mailing date**

**Applicant name**

Invite you to attend (or comment if newsletter)  
a neighborhood meeting

**Project name**

**Case number**

This project proposes **general scope of work** at **site address**. This property is owned by **property owner name** is zoned **zoning designation**, and is within the **overlay zones if applicable**. The project requires the following:

1. A **Permit type** is required because **reason why permit type is required**.

*List additional permit types as applicable.*

**Additional project details: what is currently on site, what is proposed, square footages, style of architecture and/or materials to be used, and other pertinent information.** The site is surrounded by **site surroundings to the north, south, east, and west.**

We are looking forward to meeting you and discussing any concerns or questions you may have regarding this proposed project. Plans are available for review upon request. If you are unable to attend the meeting or have questions prior to the meeting, please contact **name** at **phone number or email address**.\*

\*Newsletter language:

We are looking forward to hearing from you and discussing any concerns or questions you may have regarding this proposed project. Plans are available for review upon request.

Please submit your written comments to **name** at **phone number** or **email** no later than **date 14 days from when notice is postmarked**.

Please join us on:

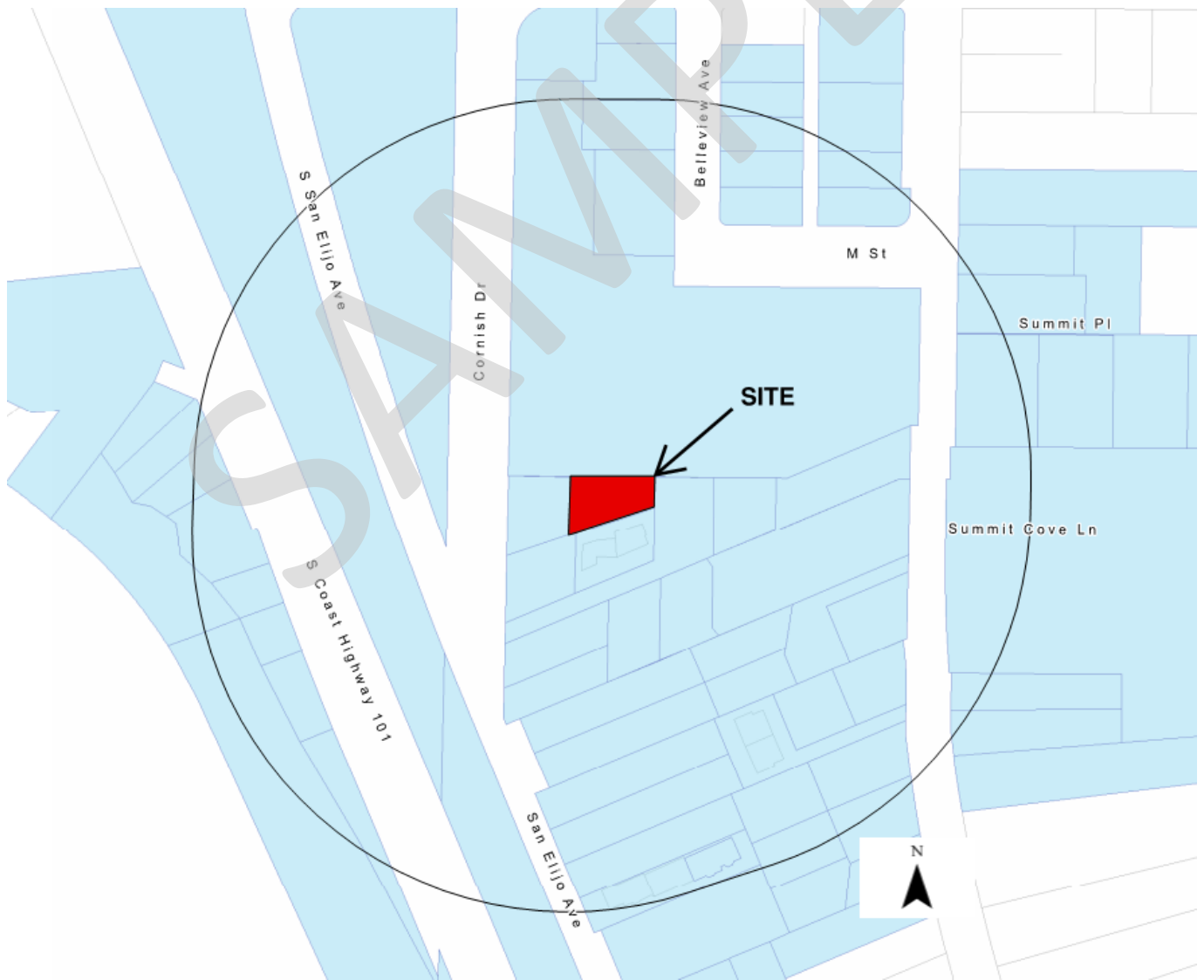
**Proposed date – subject to staff approval**

**Meeting time – 1-hour duration**

**Meeting location**

\*This notice is being sent to you in fulfillment of the City of Encinitas Citizen Participation Program requirements (E.M.C. 23.06). This outreach effort to our neighbors is necessary because an application for development has been or will be filed with the City of Encinitas, Development Services Department. The sole purpose of this process is to be a preliminary tool for opening a dialogue and to ensure that the project applicants and the citizens both have an opportunity in the planning process to discuss, understand, and try to resolve neighborhood issues related to potential impacts of a proposed project on the surrounding neighborhood. It is not meant to necessarily change or prevent a project as proposed. Please continue to monitor any notices you receive as changes may be made to the project before the final decision is made. Questions about this notice and the proposed development should be directed to the contact person above. Questions regarding the Citizen Participation Program should be direct to the Development Services Department at (760) 633-2710.

### Vicinity Map



**Project address**

### A. SIGN IN SHEET EXAMPLE

**Project address:**

**Case No:**

Name	Address	Email	Received notice?*

\*If you did not receive notice but would like to be added to the mailing list, please include an address for future mailings.

### B. COMMENT CARD EXAMPLE

**Project name and address:**

**Case No.**

1. Do the documents and presentation clearly identify the scope of the project? Y/N  
If no, please describe areas requiring clarification.

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2. Do you have any other issues or concerns requiring further review? Y/N  
If yes, please explain.

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Name (please print): \_\_\_\_\_

Address: \_\_\_\_\_

## Citizen Participation Plan Final Report

**Case number**  
**Project address**  
**Project name**

A Citizen Participation meeting was held on **date** at **time** at **meeting location**. There were **number of** attendants/participants. A brief presentation of the proposed project was made by **representative**. After these initial remarks, there were several questions regarding details of the proposed project. These questions, comments, and responses are follows:

1. Techniques used to notify and involve the public regarding the application

A letter and vicinity map notifying all property owners and occupants within 500 feet of the project site was mailed on date mailed. Additional community groups if applicable were also noticed per the request of the Development Services Department. Of the **number** notices that were mailed out, **number** were returned as undeliverable.

2. The concerns, issues, and problems heard during the process  
**List questions and comments received.**
3. How the concerns, issues, and problems have been addressed.  
**Describe how the questions, comments, and concerns were addressed.**
4. If there are concerns, issues, and problems that couldn't be addressed, explain why.  
**Describe the concerns, issues, and problems that couldn't be addressed, if applicable.**

The meeting lasted **duration**. The attendees were informed that a report (including the sign in sheet, comment cards, and correspondence received would be prepared and submitted to the Development Services Department. Once approved, a copy of the report will be distributed to all CPP participants.