



City of Del Mar
Department of Planning and Community Development
1050 Camino del Mar
Del Mar, CA 92014

Phone: 858-755-9313 Fax: 858-755-2794
Counter Hours: M - TH 1:00 pm – 5:30 pm
FRI 1:00 pm – 4:30 pm
www.delmar.ca.us

CITIZENS' PARTICIPATION PROGRAM (CPP)

A guide to the process

The following information is intended to provide information about the City of Del Mar's requirement that applicants for certain types of development proposals conduct what is known as a Citizens' Participation Program (CPP) as part of City's design review process. A copy of the pertinent sections of the Del Mar Municipal Code is attached. The CPP ordinance and its requirements is effective beginning December 8, 2010. Please contact the Department of Planning and Community Development to obtain additional information.

PURPOSE

The intent of a Citizens' Participation Program is to make neighbors aware of a development proposal early in its design phase and also to give neighbors an opportunity to meet with the project applicant and discuss concerns before the Design Review Board holds its formal public hearing on the application.

The impetus for establishing a CPP was the DRB's concern that, although applicants and their representatives do often reach out to neighbors to have a dialogue about new development proposals, there is no formal requirement to do so. In cases where applicants have not made those efforts, there been a resulting pressure on the Design Review Board to try and resolve potential aesthetic and neighborhood impacts. That often leads to a lengthier and more acrimonious review process. The new Citizens' Participation Program may not solve all neighborhood concerns about new developments, but it will ensure that efforts are made to inform and involve citizens in the design review process.

Parameters for Implementing a CPP:

When implementing a CPP, the applicant (or agent) must:

1. Send a notice to owners and residents of nearby properties informing them of a proposed development, along with a project description and an early draft of the plans;
2. Send invitations to those same nearby property owners and residents to meet and discuss the proposal;
3. Send follow-up information to those who participated in neighborhood meetings advising them of any plan revisions; and
4. Prepare a record for the DRB of CPP notice and meeting invitations sent, along with a description of the comments and ideas raised at the CPP meeting(s). The record would also indicate how the project was modified as a result of the community input, or if not,

why not. This record shall be submitted to the City at the time of Design Review application submittal

Threshold for When a Citizens' Participation Program is Required

A CPP is required for: 1) any new [detached] structure greater than 500 sq. ft. in size; and 2) any second story addition to an existing structure. A CPP may also be required in cases where the Planning Director, working in consultation with the DRB Chair, determines that a project holds the potential to cause adverse impacts to the surrounding area.

The Council adopted the CPP for a two-year trial period. At the end of the trial period, the Council could allow the Citizens' Participation Program to expire or could opt to retain it, potentially with some modifications.

CPP to be Conducted before DRB Application Filed and Deemed Complete

In cases where a CPP is required, it must be conducted prior to the submittal of an application for a Design Review Permit. As part of the application review process, staff will review the information about how the CPP was conducted and the results of the CPP. If it is determined by staff that the CPP was not conducted in accordance with the requirements of the Municipal Code, the application will be deemed incomplete and the applicant will be required to take the steps necessary to ensure satisfactory compliance with the CPP requirements.

CPP Report

Please provide the following lists and descriptions of the various activities required to implement the Community Participation Program.

1. Copy of initial notice package, name and address of participant to which information was sent and date information was sent.
2. Copy of all additional information sent or distributed to participants, name and address of participant to whom information was sent and date information was sent.
3. Date, location and names of participants attending each meeting.
4. Name and address of all participants involved in this Community Participation Program.
5. Name, date and description of comments received from each participant.
6. Copy of all correspondence received from participants.
7. Description of project design revisions resulting from participant comments or rationale for not making revisions.