

# NOTICE OF CITIZENS' PARTICIPATION PROGRAM (CPP) INTRODUCTORY MEETING

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**Meeting Date: Saturday, June 19, 2021; 12:00 PM**

**Meeting Location: 1904 Balboa Avenue  
Del Mar, CA 92014**

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*The Citizens' Participation Program (CPP) is an outreach process intended to foster early and open communication between neighbors about the potential impacts of a new project on the surrounding community. The process provides opportunities for project applicants to present their proposal to the public, as well as to receive and respond to neighborhood concerns about a project's design prior to formal submittal and processing of a development review application by the City of Del Mar. The intended result is improved awareness of proposed changes in the built environment and projects that better integrate into their surroundings by complementing the existing community character. **Please see the back of this notice for additional information about the CPP process.***

**CPP APPLICANT:**

Tanya Xavier Trust

**APPLICANT'S REPRESENTATIVES:**

Bokal and Sneed Architects (Rich Bokal)  
(858) 481-8244 / [rbokal@bokalandsneed.com](mailto:rbokal@bokalandsneed.com)

**CPP PROJECT ADDRESS:**

1904 Balboa Avenue

**PROPOSED SCOPE OF WORK:**

Demolition of an existing residential unit, construction of one (1), new residential unit.

**PROJECT REFERENCE:**

CPP21-006

**CITY CONTACT:**

Evan Langan, AICP, Associate Planner  
(858) 793-6144 / [elangan@delmar.ca.us](mailto:elangan@delmar.ca.us)

*Mailed May 20, 2021*

# Overview of the Citizens' Participation Program (CPP) Process

## Step 1:

A property owner desiring to initiate new CPP-qualifying development files application for CPP with the Planning Department. A staff Planner is assigned to manage the City's review of the project. The Planner sends out Public notice for this meeting a minimum of 28 days in advance.

## Step 2:

Prior to preparation of any architectural project plans, the property owner conducts an informal meeting with neighbors/interested parties to conceptually discuss design ideas. In most cases, this meeting would be held at the site of the proposed development. The purpose of this meeting is for the potential development applicants and their representatives to give their vision of the future project and to hear and understand the concerns of their neighbors (such as views, primary living spaces, privacy). This conceptual discussion is meant to provide direction for the preparation of the architectural plans. **City staff will not be in attendance for this initial meeting.**

## Step 3:

Utilizing feedback received at the first meeting, the property owner renders architectural project plans, 3-D computer modeling, and neighborhood compatibility exhibits to be presented at a second meeting with neighbors/interested parties to be held at City Hall during business hours. Story-poles would be erected on the project site. The assigned staff Planner would attend the second meeting to provide Code and process guidance (only). Like the introductory meeting, public notice for the meeting would be provided a minimum of 28 days in advance.

## Step 4:

Following the two meetings and no less than 28 days prior to applying for a DRB Permit, the Applicant provides a summary report to the City of how feedback from the CPP was incorporated into the final project design. If additional CPP meetings are necessary in order to address and discuss any issues raised during review of the conceptual plans, the report would be provided after those meetings have been held.

The full text and requirements of the Citizen Participation Program (Chapter 23.08 of the Del Mar Municipal Code) are available online at [www.delmar.ca.us](http://www.delmar.ca.us). It is also recommended that any residents participating in a CPP process review the City's "Good Neighbor Guide to Design Review in Del Mar" (online at <http://www.delmar.ca.us/138/Development-Applications-Guides>) and the "Resident Guide to Understanding the Design Review Process in Del Mar" (online at [www.delmar.ca.us/DocumentCenter/Home/View/422](http://www.delmar.ca.us/DocumentCenter/Home/View/422)).