



CPP

CITIZENS' PARTICIPATION PROGRAM

Planning & Community Development Dept.
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WHAT IS THE CITIZENS' PARTICIPATION PROGRAM?

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. While the CPP process is not intended to produce complete consensus on all applications, the process provides opportunities for potential applicants and their agents to understand and respond to neighborhood concerns about a project's design prior to formal submittal of an application for review 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.

While the CPP process has been in place since 2010, the new changes adopted by the City Council in November 2016 require more thorough outreach to surrounding neighbors, as well as provision of additional illustrative materials (such as 3D models and photo-simulations comparing a proposed project to existing, surrounding development) to facilitate better communication and understanding of the potential impacts a new project may have on its surrounding neighborhood. These efforts will now also be monitored by a City staff Planner and tracked by the Planning and Community Department as a formal project submittal.

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. It is also recommended that you review the "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).

STEPS IN THE NEW CPP PROCESS

1

Project Applicant files application for CPP with the Planning Department. A staff Planner is assigned to manage the City's review of the project.

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.

2

Prior to preparation of architectural plans, Applicant conducts informal meeting with neighbors/interested parties to conceptually discuss design ideas. This meeting should be held at the site of the proposed development and no plans should be presented. City staff will not attend this initial meeting.



3

Utilizing feedback received at the first meeting, the Owner renders architectural plans and 3-D computer models to be presented at a second meeting with neighbors/interested parties to be held at City Hall during business hours. Story-poles shall also be placed at the project site. A staff Planner will attend the second meeting to provide Code and process guidance only. Public notice for the meeting shall be provided a minimum of 28 days in advance.