



# Citizen Awareness and Participation Program (CAPP)

## A. Applicability.

1. The following requirements apply in addition to any other notice provisions required elsewhere in this Code. The Administrative Official may require that, based upon the needs of the abutting communities or the City as a result of generally accepted land use planning practices and principles or to ensure full public participation in the planning and land use processes of the City, an application for a change or modification of land use will require a Citizens Awareness and Participation Plan (CAPP) This potential requirement shall be applicable to development applications for developments such as the following which list is provided for illustrative purposes only and not as a limitation of the requirement:
  - Planned Developments;
  - Variances involving a non-residential use;
  - Subdivision Plans;
  - Rezoning;
  - Amendments to the future land use map;
  - Other land use or development applications providing for a modification of the existing land use.
2. These requirements apply in addition to any other notice provisions required elsewhere in this Code.
3. The requirement of a CAPP 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 and to maximize, to the extent practicable, public participation in the planning and land use processes of the City.

## B. Purpose.

1. The purpose of the requirement of a CAPP is, at a minimum, to:
2. Further implement the public participation provisions of the City's Comprehensive Plan.
3. Ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving them the opportunity to understand and mitigate any real or perceived impacts their application may have on the community.
4. Ensure that citizens and property owners are provided with an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early state of the process.
5. Facilitate ongoing communication between the applicant, interested citizens and potentially affected property owners, City staff and elected officials



throughout the application review process.

**C. Submittal Requirements.**

The applicant may submit a CAPP and begin implementation prior to formal application at the applicant's discretion. This shall not occur until after the required pre-application conference or consultation with the Planning Division has occurred and any applicable fees have been paid by the applicant. At a minimum the CAPP shall include the following information:

1. Identification of the residents, property owners, interested parties, political jurisdictions and public agencies that may be affected by the proposed development and should be given notice of the CAPP meeting.
2. Description of how notification will be provided to those interested in and potentially affected by the proposed development.
3. Description of how information will be provided to those interested and potentially affected relative to the substance of the change, amendment or proposed development for which approval is sought.
4. Description of the means by which, and with whom, an opportunity will be provided to those interested or potentially affected to discuss the proposal and express any concerns, issues, or problems well in advance of the first public hearing.
5. The applicants schedule for completion of the CAPP.
6. The means by which the applicant will keep City officials informed on the status of citizen participation efforts.

**D. Target Area for Citizen Notification.**

E. The level of citizen interest and area of involvement will vary depending on the nature of the application and the location of the proposed development. The target area for early notification will be determined by the Administrative Official. At a minimum, the target area shall include the following:

1. Property owners within five hundred (500) feet of the property proposed for development.
2. The officers of any homeowners association or registered neighborhood group within the public notice area as set forth in this Section or that may be impacted by the proposed development.
3. Any person or entity that may be impacted by the proposed development as determined by the Administrative Official based upon sound and generally accepted land use planning practices and principles.
4. Other interested parties who have requested to be placed on an interested party's notification list maintained by the Planning Department.
5. A determination to provide notice in the context of the CAPP process shall not grant standing to any person for the purposes of subsequent legal challenges or appeals.

**F. CAPP Report.**

When a CAPP is required, the applicant shall provide a written report on the results of



the citizen participation efforts prior to the publication of the notice of public hearing. This report will be attached to the City staff's public hearing report. The report shall, at a minimum, contain the following information:

1. Details of techniques used to involve interested and potentially affected parties, including:
  - Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal.
  - Content, dates mailed, and numbers of mailings, including letters, meeting notices, newsletters and other publications.
  - Location of residents, property owners and interested parties who received notices, newsletters, or other written materials.
  - The number and names of people that participated in the process.
2. A summary of concerns, issues and problems expressed during the process and proposed methods of resolution, including by way of example only:
  - The substance of the concerns, issues and problems.
  - The manner in which the applicant has addressed or intends to address these concerns, issues and problems.
  - The concerns, issues and problems the applicant is unwilling or unable to address and the basis and rationale of the applicant with regard to each issue that has not been addresses.

### **Incomplete Submittals May Not Be Accepted**

Applicants with Incomplete Submittals will be notified through Citizen Serve or by email.