

Subject: Public Input Plan Policy

Policy No.: CPM #700-0008

Effective Date: 8/27/2018

Purpose:

This Policy sets forth requirements for the Public Input Plan, letter, meeting, and report, which are required to be completed by applicants during the course of a public hearing case, as set forth in LDO Section 11.203. Contained herein are instructions and templates that shall be used to fulfill the public input plan requirements.

Application:

The following requests require preparation, submittal and execution of a Public Input Plan, as determined by the Community Development Department:

- i. Rezoning and Zoning Condition Amendments;
- ii. Conditional Use Permit;
- iii. Variances from architectural standards;
- iv. Variances from lot standards; and
- v. Other requests, as determined by the Community Development Department.

Process:

I. Public Input Plan

A. Applicant shall use the attached template for the public input plan, which is to be submitted with the public hearing application package.

B. Goals of the Plan:

The proposed Public Input Plan is designed to facilitate on-going communication among the applicant, the potentially impacted property owners, elected officials and staff during the application review process. Specifically, the Plan is aimed at ensuring the following:

- i. That the potentially impacted property owners have adequate opportunity to learn about an application that may affect them and to work with applicants to resolve concerns at an early stage of the process.
- ii. The applicants pursue early and effective citizen input in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts that applications may have on the community. The proposed plan is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to foster an atmosphere for informed decision making.

C. Contents of the Plan:

- i. A copy of the Public Input Plan shall be submitted as part of the application. At a minimum, the Public Input Plan shall include the following information:
 - ii. Property owners, political jurisdictions and public agencies which may be affected by the application.
 - iii. How those potentially impacted by an application will be notified that an application has been made.
 - iv. How those potentially impacted parties will be informed of the substance of the development proposed by the applicant.
 - v. How those potentially impacted will be afforded an opportunity to discuss the applicant's proposal with the applicant and express any concerns, issues or problems that they may have with the proposal, in advance of the public hearing.
 - vi. The applicant's schedule for completion of the Public Input Plan process.
- I. Public Input Meeting Notification
- A. The applicant is required to notify the potentially impacted parties of the Public Input Meeting by letter using the attached template. The letter shall be sent to:
 - i. All properties that lie within 500 feet but a minimum of three (3) parcels in depth in each direction of the legal boundary of the subject property.
 - ii. Any homeowner's associations (HOA) which represent subdivisions or properties that fall within the 500 foot boundary including each member of the Board of Directors for the HOA, a list of which is maintained by the Woodstock Police Department. If the HOA is represented by a management company, the agent or community manager for the respective HOA shall also be notified in accordance with this section. The applicant shall verify with the management company that the list of Board of Directors is correct.
 - iii. City of Woodstock Department of Community Development to be kept in the case file.
 - B. A listing of all property owners and addresses notified of the Public Input Meeting, including HOA Board Members and the community manager through the management company (if managed) shall be submitted to the Community Development Department.
 - C. Please contact the GIS department with the subject property tax map & parcel number to receive the list of addresses at gisdept@woodstockga.gov.
 - D. This notice is required to be postmarked at least fourteen (14) calendar days prior to the date of the scheduled Public Input Meeting.
 - E. City Staff will make a good faith effort to reach out to HOA contacts in the immediate area of the subject property.
 - F. City Staff will use social media platforms to alert the public of Public Input Meetings and Public Hearings.
- II. Public Input Meeting
- A. Date and Time: See the adopted Public Hearing Schedule for the deadline to hold the meeting and submit the report. The meeting shall not begin prior to 7:00 pm on the evening the meeting is to be held
 - B. Location: Public Input Meetings shall be held at one of the following locations:
- | | |
|--|---|
| Chambers at City Center
8534 Main Street
Woodstock 30188
Contact: Marybeth Stockdale
mstockdale@woodstockga.gov | Woodstock Jaycee's Building
216 Rope Mill Road
Woodstock 30188
Contact: Carry Voit 404-867-9094 |
|--|---|

<p>Cherokee Recreation Parks Authority 7545 Main Street, Bldg. 200 Woodstock 30188 Contact: 770-924-7768</p>	<p>Chattahoochee Technical College 8371 Main Street Woodstock 30188 Contact: Cindy Holland 770-528-4586</p>
--	---

- C. City of Woodstock staff will appear at the beginning of the meeting, advising the public that they can contact staff with questions and concerns, but will not stay for the entire meeting. Staff may leave copies of the attached comment card for the public.
- D. The applicant or authorized representative shall be available to answer questions of the general public for at least 30 minutes.
- E. A copy of the complete application package including supporting documents (i.e.: site plans, zoning maps, etc), as accepted by the Community Development Department, shall be made available at the meeting.

III. Public Input Meeting Report

- A. Applicant shall use the attached template for the public input meeting report, filling in all sections.
- B. A copy of the report shall be provided to staff no later than the public input meeting report deadline, as shown on the adopted Public Hearing Schedule.

Templates Attached:

- Public Input Meeting Plan
- Public Input Meeting Notification Letter
- Public Input Meeting Report
- Comment Card

PUBLIC INPUT PLAN

Applicant: _____ Contact: _____

Subject Property Address/Parcel No.: _____

The Applicant will implement the following plan in order to inform the community of the development proposal and to create a dialogue with the surrounding residents.

- I. Notification:
 - A. The Applicant will mail notices to all property owners and homeowners associations within 500 feet and three (3) parcels deep of the subject property and invite them to the Public Input Meeting (see attached mailing list).
 - B. The notification letter shall be mailed at least fourteen (14) calendar days prior to the Public Input Meeting
 - C. The notice of the Public Input Meeting will include a summary of the Applicant's rezoning, annexation and/or variance requests along with a site plan or rendering representing the proposed project.
 - D. The Applicant will submit to the Community Development Department a copy of the notice and a list of the property owners who shall receive the letter.
- II. The Public Input Meeting will occur prior to the deadline as stated on the Public Hearing Schedule, and the date, time, location, and format of the meeting shall adhere to the standards set forth in Policy CPM #700-0009.
- III. A summary of the results of the public input meeting, using the required template, shall be provided to the Community Development Department within two days of the meeting.

The Applicant will continue a dialogue with the respective City departments regarding planning, transportation and other issues relating to the proposed rezoning request.

Applicant's Signature: _____

DEAR PROPERTY OWNER:

The City of Woodstock Public Hearing Process includes inviting area residents and property owners to a Public Input Meeting to learn more about the proposal. This is an informal meeting that will allow the Applicant to tell you about the proposal and to answer any questions you may have about the project or variances being requested. You are receiving this notice because you own property close to the proposed project.

The meeting will be held on DATE, beginning at 7:00 p.m., at LOCATION. Additionally, the variance requests will be heard by the Woodstock Planning Commission on Thursday, DATE at 7:00 p.m. and by the Mayor and City Council on Monday, DATE at 7:00 p.m. Both of these hearings will be held at the City of Woodstock's Chambers at City Center located at 8534 Main Street, Woodstock, Georgia 30188.

APPLICANT is seeking REQUEST.

If you are unable to attend the public input meeting and would like additional information, please contact me at PHONE NUMBER OR EMAIL ADDRESS. Copies of the complete application package including supporting documents will be available at the meeting. We look forward to seeing you. Thank you for your attention to this important issue.

STAFF MEMBER ASSIGNED TO CASE is the City Staff contact for this case. Please contact staff at planning@woodstockga.gov if questions about the case should arise.

Sincerely,

APPLICANT'S SIGNATURE AND PRINTED NAME



COMMENT CARD
New Development Proposal
Public Information Open House

Date: _____
Name: _____
Address: _____
Phone: _____
Email: _____

Do you support the project?
 For Against With Conditions Uncommitted

Comments: _____

Use back of this form for additional comments, if necessary.

How did you hear about this meeting?
 Social Media Newspaper Signs Word of Mouth Direct Mail

Were your questions answered by the applicant? Yes No

Do you understand the proposal after attending this meeting? Yes No

Please share your suggestions on improving the way these meetings are conducted:

Thank you for providing your input! Comments are due to the Community Development Department by 12:00pm the 2nd day after the public input meeting. Send by email to planning@woodstockga.gov or mail to/drop off at Planning & Zoning, 12453 Hwy 92, Woodstock, GA 30188. This comment card may also be submitted to the applicant, to be included with the Public Input Meeting Report to City Staff.

PUBLIC INPUT REPORT

Applicant: _____ Contact: _____

Subject Property Address/Parcel No.: _____

Public Input Meeting date, time, location: _____

- I. Summary of concerns:

- II. How the applicant addressed concerns:

- III. Concerns the applicant was unable or unwilling to address and why:

- IV. Concerns or topics of discussion unrelated to the proposal:

- V. Agreements made by the applicant to property owners at the meeting:

Sign-in Sheets from the meeting are attached.

Applicant's Signature: _____