

Subject: Public Input Plan Policy

Policy No.: CPM #700-0008

Effective Date: June 17, 2019

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:

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:

- i. Property owners, political jurisdictions and public agencies which may be affected by the application.
- ii. How those potentially impacted by an application will be notified that an application has been made.
- iii. How those potentially impacted parties will be informed of the substance of the development proposed by the applicant.
- iv. 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.
- v. The applicant's schedule for completion of the Public Input Plan process.

II. 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 five hundred (500) feet but a minimum of three (3) parcels in depth in each direction of the legal boundary of the subject property.
 - ii. Any homeowners' associations (HOA) which represent subdivisions or properties that fall within the 500-foot boundary, including a member of the Board of Directors for the HOA. 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.
 - iii. City of Woodstock Department of Community Development, to be kept in the case file.
- B. Please contact the GIS department with the subject property tax map & parcel number to request the list of addresses at gisdept@woodstockga.gov.
- C. At a minimum, the notification shall include:
 - i. The date, time, and location of the public input meeting;
 - ii. The date, time and location of the Planning Commission and City Council public hearings; and
 - iii. Summary of applicant's request.
- 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 may use social media platforms to alert the public of Public Input Meetings and Public Hearings.
- G. Applicant shall submit a listing of all property owners and addresses notified of the Public Input Meeting to the Community Development Department.

III. 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 be held Monday-Thursday and 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. Other locations may be selected with approval from Director of Community Development.

Chambers at City Center

8534 Main Street, Woodstock 30188

Contact: Marybeth Stockdale, mstockdale@woodstockga.gov

Cherokee Recreation & Parks Agency
7545 Main Street, Bldg. 200, Woodstock 30188
Contact: 770-924-7768

Chattahoochee Technical College
8371 Main Street, Woodstock 30188
Contact: Cindy Holland, 770-528-4586

- 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.
- D. The applicant or authorized representative shall be available to answer questions of the general public for at least 30 minutes.
- E. Applicant shall provide a sign-in sheet and copies of the comment card (templates attached).
- F. A copy of the complete application package including supporting documents (e.g., application, site plans, conceptual renderings), as accepted by the Community Development Department, shall be made available at the meeting.

IV. 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
Sign-in Sheet

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.
 - 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 #700-0008.
- 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 (2) days of the meeting but no later than by the deadline shown on the adopted Public Hearing Schedule.

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: _____

SAMPLE PUBLIC INPUT MEETING NOTIFICATION LETTER
(Put on company letterhead or include your name and return address here.)

[Date]

NOTIFICATION OF PUBLIC HEARING APPLICATION

Dear Property Owner:

This letter is to inform you that [APPLICANT] has submitted an application to the City of Woodstock for [REZONING, VARIANCES, ANNEXATION, CONDITIONAL USE PERMIT] for the property located at [ADDRESS AND/OR PARCEL NUMBERS]. [APPLICANT] is proposing to [INSERT BRIEF NARRATIVE OF PROPOSED PROJECT]. You are receiving this notice because you own property within 500' of the proposed project.

You are invited to attend a Public Input Meeting to learn more about the proposal. The public input meeting will be held on [DATE], beginning at 7:00 p.m., at [LOCATION]. This will be 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. A copy of the proposed site plan is enclosed with this notice.

There will be two public comment opportunities for this case:

Woodstock Planning Commission - Thursday, [DATE], at 7:00 p.m.

Woodstock Mayor and City Council - 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.

If you are unable to attend the public input meeting and would like additional information, please contact me at [PHONE NUMBER AND/OR EMAIL ADDRESS].

Please contact staff at planning@woodstockga.gov if questions about the case should arise.

Sincerely,

[APPLICANT'S SIGNATURE AND PRINTED NAME]

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: _____



**COMMENT CARD
Public Input Meeting**

Date: _____ Case #: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Do you support the project?

- For Against With Conditions Undecided

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 attending and providing your input!
Leave your completed comment card with the applicant or email it to planning@woodstockga.gov**

