

Subject: Public Input Plan Policy
Policy No.: CPM #700-0008
Effective: 12/14/2020

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 within the city of Woodstock may be selected with approval from Director of Community Development. A public input meeting may be conducted virtually using an online platform with approval from Director of Community Development.

Chambers at City Center

8534 Main Street, Woodstock 30188

Contact: Woodstock Parks and Recreation Office - 770-517-6788

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

Chattahoochee Technical College
8371 Main Street, Woodstock 30188
Contact: 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
