



Community Involvement Policy (CIP)

The County of Solano is committed to assisting applicants to move projects through the planning entitlement process as efficiently as possible. It has been staff's experience that the more community outreach a project applicant conducts, the more successful the project's outcome. Early input from neighbors can voice concerns outside of a formal public hearing setting and ultimately, create an improved project that acknowledges and address's key community concerns. These educational and informative meetings promote applicant / community communications and can provide additional certainty to the applicant and community stakeholders. Additionally, at public hearings, staff will convey the level of outreach conducted as community involvement is a priority for the Planning Commission (PC) and County Board of Supervisors (BOS).

Projects that require PC or BOS approval are the focus of the county's CIP:

Staff has found that land-use project types listed below generate the most community concern and questions. These projects are a representative sample of the types of projects that have historically benefited from expanded public outreach:

- New wireless towers in a residential zoning district;
- Major subdivision projects (5 or more lots);
- Large Special Event Facilities;
- New Specific Plans;
- Battery Storage Facilities;
- Public stables with or without horse shows;
- Significant Rezoning or General Plan Amendments of properties;
- Large Wineries; and
- Hotels or Resort Hotels

Who does the Community Involvement Policy apply to and what record of the community outreach is required to be submitted to County staff?

During the initial review of your application and prior to submitting a formal application, the Planning Manager will determine what level of impact the project is suggested to have on the community to determine the level of community involvement that may be strongly recommended.

Any applicant/property owner/project proponent who intends to submit a land use application after the staff's determination that the project is subject to the Community Involvement Policy is suggested to conduct early outreach upon receipt of preliminary comments from County staff and is strongly recommended to *host a community meeting prior to their project being brought to a public hearing*. The applicant/property owner/project proponent shall submit a Community Involvement Report (CIR) after the community meeting as proof of having completed such outreach. See below for public outreach methods and CIR information.

Projects served by private roads:

Private roads are typically owned and maintained by adjacent property owners. If your project requires access via a shared roadway, it is strongly recommended that you contact the property owners involved in advance of submitting a formal application. Projects depending on private road access may cause impacts to the shared road and will require the consent of all the property owners to widen, improve or continuously maintain the private road. Planning staff encourages early contact with the involved property owners who utilize the private road for them to understand the possible implications of your project; thus, expediting the planning entitlement process.

Community Involvement methods (after receiving initial plan comments from County staff and again prior to final submittal):

Flyers and factsheets can be sent, or public meetings can be conducted as the first community involvement step (after receiving initial comments from county staff), however, a public meeting is strongly recommended for County staff to bring a project before the appropriate hearing body for your planning entitlement. A project website can also be established and can be a part of the CIR.

Neighborhood notification in the form of flyers or fact sheets are suggested to be reviewed by Planning Services staff prior to distribution. The flyer, fact sheet, or website shall not include County Logo or county contact information. At a minimum, the flyer, fact sheet, or website will need to include the following information to assist the public in understanding your projects:

- For mailings: An envelope with clear markings such as "Potential Project in Your Area";
- Project site map with notice radius identified;
- Proposed development plans;
- Applicant contact information;
- Projected timeline of the project; and
- Project website, if any, and opportunity to provide feedback by email or online form to the applicant.

As the applicant, you will need to prepare and provide public involvement materials to nearby property owners and residents. At a minimum, you will provide this information to properties within the required noticing areas, consistent with Section 28.04 of the Solano County Code, and document the feedback. Planning staff may suggest engaging a larger area or specific interested parties such as the nearby Homeowners Association on a case-by-case basis depending on the planning entitlement requested.

Zone District	Notice Radius*	Type of Outreach Materials
Agricultural (A) or Rural Residential (RR) zone district	Notify owners within ½ mile of the property	Flyers and fact sheets complete with proposed project information and applicant contact information (prepared and distributed by the applicant). Public meeting and CIR are strongly recommended prior to public hearing.
Major Subdivision (5 or more lots) without zone changes	Notify owners within 300 ft. of the property.	Flyers and fact sheets complete with proposed project information and applicant contact information (prepared and distributed by the applicant). Public meeting and CIR strongly recommended prior to public hearing.
All other zone districts	Notify owners within 500 ft. of the property	Flyers and fact sheets complete with proposed project information and applicant contact information (prepared and distributed by the applicant). Public meeting and CIR strongly recommended prior to public hearing.

* County Planning staff can provide the list of property owners from the latest assessment roll, and a map of the surrounding property owners. Please request this data early of County staff in your outreach process for timely results.

Community Involvement Report (CIR) – Summarizing results of community involvement outreach effort:

The applicant/property owner/project proponent is strongly recommended to submit a CIR after the community meeting as proof of having completed such outreach. The CIR submitted to county staff will summarize the key results of the public involvement meeting. A typical CIR would include the details of the meeting, meeting agenda, photos, meeting minutes summarizing key comments raised and a list with addresses of the participants. Additionally, audio or video recordings could be provided (*upon community participant approval to be recorded*).

Example of a community outreach meeting sign-in sheet:

Name (printed)	Signature	Address	Renter or Owner	Date	Have no objections	Have objections (Please state briefly)	Have no comment
EXAMPLE							

A CIR documenting the following is strongly recommended to be submitted to the County planning staff prior to bringing your project to the PC or BOS hearing and should include:

1. Applicant's contact information.
2. Documentation of the Property Owners contacted – Assessor Parcel Numbers (APN), address, and method(s) of communication such as face-to-face interviews, mailed-out flyer, or both. Flyers or fact sheets mailed by the United States Postal Service using a Certificate of Mailing (Form 3788), or another form of registered mail with proof of mailing provided to staff.
3. Comments or Concerns organized by Property Owners Name, APNs, address, date mailed out, date comments received, and email addresses, if any. The report shall clearly include and state the issues raised by the property owners and the actions taken to address the concerns.

Additional Community Involvement recommendations during the planning application process or after submitting a land use application:

The level of outreach is dependent on the complexity of the project and may involve conducting additional public involvement meetings / CIR's in addition to the public notifications and engagements required by CEQA or Zoning regulations.

Typical timeline of action by applicant:

		Initial Application Comments are received from County staff	Prior to PC or BOS hearing	Public Hearing (PC or BOS)
Applicant's typical process for Community Involvement	Applicant submits application to Planning Services Division	Applicant can send flyers, factsheets and/ or create project website and/or host initial public meeting with neighbors. Neighbors on private roads are strongly recommended to be contacted.	Applicant is strongly recommended to host public meeting with neighbors and provide CIR to county staff prior to project being heard by hearing body.	County planning staff will bring forward staff report to hearing body with CIR results.



For more information:

Contact County Planning Services Division staff for guidance regarding the level of community engagement during the planning application process. Email Planning@solanocounty.com or phone 707-784-6765 and request to speak to the Planner on Duty.