

Attachment 6

Summary of the new “Neighborhood Notification” Process

Table 1 summarizes the current process and staff’s proposed “Neighborhood Notification” process applicable for only those projects meeting the below thresholds:

- All new homes.
- For lots less than 7,500 square feet, additions that create a total of 3,000 square feet of floor area or more.
- If a project results in the destruction and removal of fifty percent (50%) or more of the enclosing exterior walls.
- When the Community Development Director in their opinion determined that the public interest would better be served by referral to the RDRC.

Table 1. Current Process and Proposed “Neighborhood Notification” Process

Steps	Current Process	Proposed Process	Change or No Change (to Current Process)
Step 1. Before an application is submitted	Applicant holds a Pre-Application Meeting or mails plans.	Applicant holds a Pre-Application Meeting	Pre-Application meeting is required.
Step 2. Application is submitted	Staff reviews application. Determines application may move forward in the process.	Staff reviews application. Determines application may move forward in the process.	No change
	RDRC meeting is scheduled.	(No RDRC meeting)	Change
Step 3. Neighborhood Notification	City mails a public notice to property owners within 300’ of the site; mailed 10 days prior to RDRC meeting.	City mails a “Notice of Application” letter to property owners within 300’ of the site.	Change – Rather than a public notice about the RDRC meeting, neighbors would receive a notice that an application has been submitted.
	Applicant is required to post a sign in the front yard of the project site 10 days prior to the RDRC meeting. The sign must remain until after the RDRC meeting.	Applicant is required to post a sign in the front yard of the project site when the Notice of Application is mailed. The sign will remain posted until the project is approved	Change – Timeframe of how long the sign should be posted.

Steps	Current Process	Proposed Process	Change or No Change (to Current Process)
	Notice is posted on City Hall display board.	City staff posts information about the proposed project on a City webpage. ¹	Change - Rather than posting a notice on the City Hall display board, a notice would be posted on the City's website.
Step 4. Public Comment Period	RDRC meeting is held. Neighbors can submit comments before meeting or make a public comment during the meeting.	If a neighbor has a concern, they can contact the Project Applicant or assigned City planner within 14 calendar days from the 'Notice of Application' is received.	Change
		After the 14 calendar days end, Project Applicant provides all comments to assigned City planner.	Change
Step 5. Project Approval	RDRC approved project. A 10-day appeal period is open.	If no comments are received, the project is approved. Applicant can apply for Building Permit(s).	Change
		If comments are received, the City planner will review the comments to determine if the project meets the objective design standards and if any changes can legally be required in order to meet the standards. Applicant makes changes, as needed. Project is approved. Applicant can apply for Building Permit(s).	Change

¹ The City website currently has a "Development Projects" webpage which can be found here: https://www.cityofsancarlos.org/city_hall/departments_and_divisions/community_development/planning/development_projects.php Information about proposed single-family residential projects could be added to this webpage, or City staff could create a new webpage that focuses solely on single-family residential applications. Staff recommends only posting information about the projects reviewed under Compliance Review meeting the proposed "Neighborhood Notification" thresholds.

Steps	Current Process	Proposed Process	Change or No Change (to Current Process)
		City staff updates the webpage to signify project approval.	Change