Community Meeting Guidelines – Strategy for Consideration
Joint CACs Meeting -- October 6, 2016

Existing Community Meeting Guidelines	Potential Changes	Role of CAC Members and CACs at Community Meeting
Requirement to have a community meeting	No Change	N/A
Purpose: Public understanding of the project	No Change	N/A
Timing for meeting: preferably within 31 days of submittal; no later than 1 week before initial reviewer comments are due to applicant	No Change.	N/A
Location: Preference is for the meeting to be held in conjunction with the already scheduled CAC meeting for the Development Area, or, if in the Rural Area, at the closest CAC if a Development Area is nearby. In the Rural Area, known community associations may host the meeting (Ex: EARL)	The community meeting would be held at a <u>different time</u> and on a <u>different day</u> than the CAC Meeting to allow for more time for Q&A. If a proposal is so minor that no more than 10-15 minutes of explanation and Q&A is expected, then the CAC meeting could be used.	Q&A; Elected and appointed officials (BOS, PC, and CAC members) and staff who attend should avoid making requests or suggestions
Date and Time of Meeting: Use CAC meeting date and time	Date and time of meeting should not conflict with CAC, PC, and BOS meetings. Applicant must coordinate date and time with PC rep, BOS member, and staff so that any and all may be present.	N/A
Venue for Meeting: The preferred venue is the CAC meeting (or other established group, if in the Rural Area)	The applicant would provide a venue that is reasonably accessible to residents in the area of the proposed project.	N/A
Waiver of the meeting requirement: The Planning Director may waive the requirement with the consent of the Board of Supervisor member for the area. Waiving is only allowed, if the proposed project is not likely to generate public concerns, is so small as to have negligible impacts to the surrounding properties/area, or if the applicant has already held one or more community meetings which conform to the County's requirements, such that another community meeting is unnecessary.	No Change	N/A

Conducting the Meeting: When the Community Meeting is held at a CAC meeting, a time limit is provided to an applicant for the purpose of Q&A. The applicant manages the Q&A part of the meeting.	The applicant manages the meeting, unless it is held at the CAC. If at the CAC, the applicant manages the Q&A part of the meeting.	N/A
Notification of the Meeting: The applicant is responsible to coordinate with the CAC Chair, notify all adjoining property owners, and notify the CAC Chairs of adjoining CACs, if the property is near the border of an area covered by the CAC.	Applicant sends notification of the meeting to the chair (or chairs) of the nearest CAC(s) who may share the information with other CAC members.	N/A
Record of Q&A and Comments from the Public: County staff takes notes. The applicant receives comment which, at the applicant's discretion, may result in modification of the proposal. Staff provides a summary of the meeting with the staff report.	No Change	N/A
Role of Staff at Community Meeting: Staff is expected to provide answers about the process of review but is not expected to answer detailed questions about the process because review will have only just begun.	No Change.	N/A
Follow-up on projects at CAC Meetings: The Community Meeting Guidelines do not address follow-up CAC meetings. There is no expectation that a CAC should pass a motion of support for or against a proposal. Information sharing or comments relating to conformity with the Master Plan are all that is expected. There is no expectation that staff attend follow-up CAC meetings, but if asked, staff may attend a CAC meeting to answer questions, he/she is able to answer.	No Change.	CACs may discuss projects at subsequent CAC meetings; however, elected and appointed officials (BOS, PC, and CAC members) and staff who attend CAC members should avoid making requests or suggestions.