



COMMUNITY OUTREACH REQUIREMENTS HANDOUT

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

1960 TATE STREET, CITY OF EAST PALO ALTO, CA 94303

TEL: 650. 853. 3189 E-MAIL: PLANNING@CITYOFEPA.ORG

City of East Palo Alto Community Outreach Policy for Planning Projects

Adopted on May 21, 2019

BACKGROUND

The City of East Palo Alto is committed to providing the community land use development activities through the entitlement review process from early application stage to final approval action(s) and encouraging residents, stakeholders, and other interested parties to participate and provide feedback. Community engagement during the process of the development review enables the City and project applicant to incorporate public input in order for a better project outcome.

Currently, the City requires certain projects to go through Planning Commission or City Council meeting (s) for final development approval. In line with the California Government Code, public hearing notice is sent to all property owners within a 300-foot radius of the subject site a minimum of ten (10) days prior to the hearing date. However, given that the City is experiencing a high volume of ongoing and upcoming development proposals, the intent of this policy is to establish a solid comprehensive community outreach strategy beyond the Government Code requirements to engage the community in accordance with a project scope and corresponding public interest.

DEFINITIONS

The definitions below are hereby established for the purpose of this policy:

“Small Project” is defined as any application for the construction of a second story addition of an existing single-family residence, a new single-family residence, a guest house, tree removal permit, minor variance, administrative use permit, or similar type of approval. Such applications are approved by the Planning Manager and considered limited impact to the immediate neighborhoods.

“Medium Project” is considered as larger scope of project than Small Project but not to a significant level as Major Project. Two types of Medium Project are categorized based on the final approval process in accordance with the East Palo Alto City Code section Chapter 18.86 Table 7-2 Review Authority for Site Plan and Design Review. They are: Medium Project at staff level approval and Medium Project approved through public hearing. A Medium Project is neither considered as a Small Project nor Major Project. Such applications can be approved by the Planning Manager, Planning Commission, or City Council.

Medium Project at Staff Level Approval can be any application for the construction of a duplex, 1,000 square feet or less of non-residential development, 1,000 square feet or less of non-residential façade improvements, façade and exterior improvements for multi-family residential units, and other similar approvals.

Medium Project Approved through Public Hearing is can be any application for the construction of 10 to 19 residential units or any residential development less than 10 units through the Subdivision Map Act, 1,001 to 50,000 square feet of non-residential development or rehabilitation, uses permitted through use permits that requires public noticing per the Zoning Ordinance, or any other similar approvals.

“Major Project” includes major development projects, complex projects, or any significant projects, which will generate high public interest, determined at the Planning Manger’s discretion. The definition is in alignment with the Preliminary Application (Pre-App) requirements in accordance with Ordinance 400 (see attachment 1). Any future discrepancies between this policy and Pre-App ordinance for Major Project’s definition shall be subject to the one with more restrictive community outreach requirements. Major development and complex projects are defined as below:

a. Major Development Projects:

- New Commercial Construction - Any structure greater than 50,000 square feet.
- New Residential Construction - Any project proposing twenty (20) or more new dwelling units.
- Existing Non-Residential Structures - An addition to any structure greater than 25,000 square feet.
- Existing Structure - Rehabilitation, alteration, or addition to more than 25 percent of an existing multi-family structure with five (5) or more units.
- Existing Structure - Any project that seeks to remove one or more price controlled housing units covered under the City's Rent Stabilization and Just Cause for Eviction Ordinance.
- Existing Structure - Any project that would demolish a deed restricted affordable housing unit.

b. Complex Projects:

- Planned Development Permit;
- Zoning Text Amendment;
- Zoning Change;
- General Plan Amendment;
- Projects with Mandatory Environmental Impact Reports;
- Schools;

- Conditional Use Permit (subject to determination by the Director);
- ABC License new request and modification (notification shall be 600 feet from the project site).

“Public Notification Packet” is required for multiple purposes of this policy and may be required at different stages in a project review process. A public notification packet must be generated from the latest equalized County of San Mateo assessment roll within six (6) months of the meeting date for the noticing purpose and shall include the following:

- Property Owners List: The property owners’ list address information must be prepared by or under the direction of a Title Company.
- Property Owners Map: Assessor Parcel Maps from San Mateo County must be provided to verify each parcel of land located within the required range of the noticing from the perimeter of the subject site.
- Property Owners Labels: At minimum, two (2) sets of mailing labels and one (1) copy must be provided for staff use. The mailing labels should be provided on 1" x 2¾" labels on 3-column, 8½" x 11" sheets (30 to 33 labels per sheet) of mailing labels, such as Avery 5160 or 5960 (available at office supply stores). Clip each set of labels separately.

Be sure to include several blank labels on each set for staff use. Information on the labels must be in all uppercase (capital) letters and in the format below:

ASSESSORS PARCEL NO. OWNERS’ FULL NAME(S) ADDRESS STREET #APT CITY, STATE ZIP
--

Sample label (1" x 2¾")

- Stamped Envelopes. At minimum, one set of stamped (USPS Forever Stamps) business size envelopes for all required owners and/or occupants must provide for staff use.
- Public Notice Affidavit: The affidavit form, available on the Planning Division webpage (<http://www.ci.east-palo-alto.ca.us/DocumentCenter/View/4249>) must be signed by the applicant, applicant’s agent, or other individual preparing the required Property Owners Map, List & Labels, to verify the accuracy of such information.

COMMUNITY OUTREACH REQUIREMENTS

The detailed community outreach requirements are outlined in the tabular form below. More specific land use development categories can be found in the Community Outreach Model Matrix attached to this policy (see attachment 2) for reference.

Community Outreach Requirements Matrix

	Small Immediate Neighbors	Medium 300-foot radius (Staff level approval)	Medium 300-foot radius (Public Hearing Required)	Major 300-foot or 600-foot radius
Preliminary Application Review (Pre-App) ¹	--	--	--	X
Initial On-Site Posting (A Notice of Development Proposal)	X	X	X	X
Initial Mailed Noticing (A Notice of Development Proposal)	X	X	X	X
Community-Based Outreach List ²	--	X	X	X
Initial Social Media Posting (A Notice of Development Proposal)	--	X	X	X
Website Posting (A Initial Notice of Development Proposal)	X	X	X	X
CEQA Noticing ³ CEQA Distribution List Mailed Noticing Website Posting Newspaper Social Media	--	--	X ⁴	X
Community Meeting Mailed Notice Website Posting (Flyer) Social Media Places of Interest	--	--	X	X
Community-Based Outreach List ²	--	--	X	X
Pre-Approval Mailed Noticing (15-Day Pre-Approval Comment Period)	X	X	--	--
Community-Based Outreach List ²	--	X	--	--
Public Hearing Newspaper Social Media Mailed Notice Website Posting	--	--	X	X
Community-Based Outreach List ²	--	--	X	X

¹ Major Project shall also be subject to all regulations of Pre-App in accordance with EPACC Chapter 18.82.

² Project shall notice the active non-profit organizations and religious institutions per the defined community outreach district of the project site unless the Planning Manager determines otherwise.

³ Per the project proposal, all the required CEQA notices shall be subject to the CEQA guidelines and procedures.

⁴ Certain types of Medium Project are exempt from CEQA process.

COMMUNITY OUTREACH MECHANISM

The community outreach mechanism consists of five major elements: Preliminary Application Review (Pre-App), Public Notification, California Environmental Quality Act (CEQA), Community Meeting, and Public Hearing. Requirements for project applicants to participate in each of the elements are dependent on the project scope and the level of public interest.

1. Preliminary Application Review (Pre-App)

The intent of Preliminary Application Review (Pre-App) is to provide feedback to the applicant in the early stage of the project design. Any *Major Project* is required to go through the Pre-App process. The Pre-App is a separate permit process that shall follow the requirements in accordance with the East Palo Alto City Code (EPACC) section 18.82.030 A. Preliminary Application⁵. After the completion of the Pre-App, the applicant can file a formal application that will be subject to additional requirements detailed in this policy for the final project entitlement approval.

2. Public Notification

Public notification consists of five methods: on-site posting, mailed noticing, website posting, social media posting, and places of interest posting. Projects, subject to this policy, shall provide proper public notification at different stages in the project review process, in compliance with the Community Outreach Requirements Matrix. In addition to an accurate and concise project description, whether the subject site was identified as a historical resource shall also be included in the notification per the City's 1994 Historic Resources Inventory List that is available from the Planning website at <http://www.ci.east-palo-alto.ca.us/index.aspx?NID=623>.

a. On-Site Posting

An early on-site signage installation of a notice of development proposal is required for all projects, defined in this policy, in the review process. Failure to install the signage per the city standards will result in the project to be deemed incomplete. Project applicant shall post the signage under the direction of the City On-Site Noticing Policy (Attachment 3).

b. Mailed Noticing

One or multiple mailed noticing can occur during a project review process. Applicant for required projects shall provide a public notification packet as defined under Definition section. Project planner will take the lead to send the noticing out. Details of the required mailed noticing are outlined as below:

- Initial Mailed Noticing – An initial mailed noticing is required for all projects, defined in this policy, to send out a notice of development proposal to the

⁵ The Pre-App requirements are codified in the City Municipal Code that can be found from the website at https://library.municode.com/ca/east_palo_alto/codes/code_of_ordinances?nodeId=EAPAALDECO2018EDCUORNO416ADSE42018_TIT18DECO_ART7PEPRPR_CH18.82APPRPR_18.82.030APSU.

required radius, in order to provide the community an early awareness of a project and opportunities to comment.

- Community Meeting Mailed Noticing – The noticing including a community meeting flyer shall be sent out at least 14 days prior to the community meeting date.
- Pre-approval Mailed Noticing or Public Hearing Mailed Noticing – At the end of the review process, a pre-approval noticing or public hearing noticing, depending on the approval requirements (staff level, Planning Commission or City Council approval) of a project, shall be mailed out to notify the public that the project's readiness for final action(s).

Projects that are approved by the Planning Manager are required to send out the public noticing 15 days prior to the final approval date. At the end of this period the Planning Manager can determine if it should be administratively approved or referred to the Planning Commission for final decision.

Mailed Noticing Range Requirements

Depending on the project scope and level of public interests, Public Notification is divided into four required mailing ranges defined as below.

- Immediate Neighbors Noticing – *Small Project* shall notice owners that are abutting, and directly across the street from, of the project site. If the project site is on a corner, owners of the properties across both streets, and the corner property diagonally across the intersection.
- 300-Foot Radius Noticing – *Medium and Major Project* shall notice property owners within 300-foot radius of the project site.
- 600-Foot Radius Noticing – *Major Project* for new ABC License request or existing ABC license modification shall notice property owners within 600-foot radius of the project site. Planning Manger has the discretion to require any project to notice a greater range of 600-foot radius of the project site.
- Community-Based Outreach List – City retains and will continue updating an active list of community-based organizations and entities. In accordance with the City Beats Map originated by the Police Department, four community outreach districts were created for the purpose of this policy (see attachment 4). Corresponding to each defined district, four lists of community-based outreach contact list (see attachment 5) were created. Any project, at the Planning Manager's discretion, can be imposed to notify this noticing in addition to other requirements. *Medium with public hearing process and Major Project* shall notice all the active organizations and entities within the specific community outreach district of the project site. Planning Manager also retains the discretion to require certain projects to notice all the entities regardless the project location.

c. Website Posting

After the on-site notice of development proposal is installed, the applicant shall take legible picture(s) and send back to the project planner. The Project Planner will work with the Information Technology Department to post the picture(s) on the City Planning website.

d. Social Media Posting

Subject to the requirements matrix of this policy, certain types of project shall post on the social media, such as distribution to City email lists, Facebook, Constant Contact, Next Door, etc., as part of the public notification. Project planner will work with the City Manager's Office to post the noticing on social media.

e. Places of Interest

Any project that requires community meeting shall post the community meeting flyer in the places of interest. The places of interest that are determined at the Planning Manager's discretion shall include but not be limited to coffee shops, active Laundromats, Senior Center, City Hall, and Young Men's Christian Association (YMCA) within the City limits. Applicant shall post the community meeting flyer in these places of interest 14 days prior to the meeting date.

3. California Environmental Quality Act (CEQA)

The California Environmental Quality Act (CEQA) is California's broadest environmental law that requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible.

The intent of CEQA is to disclose to the public the significant environmental effects of a proposed discretionary project. CEQA noticing may include, but not be limited to, Notice of Preparation, Notice of Intent, Notice of Availability, Notice of Completion, and Notice of Determination.

If a project cannot be exempt from CEQA, per the CEQA Statutes and Guideline, all the required CEQA notices shall be disclosed via the following mechanisms:

a. CEQA Distribution List for Responsible and Adjacent Agencies Noticing

The CEQA Statutes and Guidelines requires the lead agency to notify the responsible and adjacent public agencies for the review of the environmental impact at varies times of the process. Planning Division retains a CEQA Distribution List for the purpose of this notification.

b. Mailed Noticing

Noticing will be mailed to the community owners of the project site. Additional mailed noticing as required by CEQA will also be mailed to the San Mateo County and Office of Planning and Research.

c. Website Posting

Required CEQA notices shall be posted on the City website as well as San Mateo County Clerk website for public review.

d. Newspaper Publication

Publication at least one time by the City in a newspaper of general circulation in the area affected by the proposed project is required.

e. Social Media Posting

In addition to the above mention mechanisms per the CEQA Statutes and Guideline, additional social media posting will be required by the City.

4. Community Meeting

A community meeting is a significant tool to enhance community engagement in the review process. It provides a place that allows the direct interactions among the project applicant, the city planner, and the community, in order for a better project outcome. Community meetings shall be provided early in the process to ensure the public concerns will be taken into consideration prior to the project final approval. Any projects, at the Planning manager's discretion, can be required to have at least one (1) community meeting if it is determined for the best public interest.

Community Meeting Requirements

Medium Project with public hearing process and Major Project must provide at least one (1) community meeting as part of the project review process. The meeting shall occur on a weeknight from 6:00pm to 9:00pm or weekend from 10:00am to 9:00pm. Possible locations that are accessible can be at a local church, non-profit facility, or City Council Chamber, preferably within a one-mile radius of the project site. Project applicant needs to work with the Planning Manager ahead to determine the appropriate meeting date, time and venue.

In addition, the applicant shall provide a complete community meeting notification packet, in both hard and electronic copies, to the Planning Manager at least 21 days prior to the meeting. A full packet should include the following:

- a. Community Meeting Flyer. A meeting flyer shall be provided in English, Spanish, and/or other languages based on the demographic of the subject site's neighborhood. Details as follows shall be incorporated in the flyer. A community meeting flyer sample is attached to this policy (see attachment 6) for reference.

- Project address, description, and a site map. The project proposal shall provide sufficient, clear, and concise information with a project site map.
 - Meeting date, time and Location.
 - Any future meeting date, time, and location, if scheduled.
 - Project applicant information and contact. The primary contact's name, phone number, email, and mail address shall be provided for further questions.
 - City project planner contact. The project planner's name, work phone number, and email address shall also be included.
- b. Meeting Agenda. The applicant shall provide a meeting agenda as part of the packet for what to be expected in the meeting.
- c. Public Notification Packet. In line with the required mailed noticing range of this policy, a public notification packet defined under Definition section should be provided to the City. Also, the approved flyer shall be stuffed into all envelopes, which shall not be sealed for staff to verify.
- d. Sign-In Sheet (sample provided in attachment 7) or other type of means to collect participants' or other interested parties contact information. In the Planning Commission or City Council study session after the community meeting, the total number of attendees of each meeting shall be provided.

At least 14 days prior to the meeting, the meeting flyer shall be mailed to the required noticing radius of the community and posted on the City website, social media, and places of interest. The community meeting shall be organized and held by the applicant. Applicant is responsible to present the project to the public and answer any project-related questions. City staff shall be invited to the meeting to address city standards or process-related questions of the project.

5. Public Hearing

A public hearing is required for certain projects in accordance with EPACC Chapter 18.82. Project with public hearing is subject to the California Government Code and Community Outreach Requirements Matrix of this policy.

Public Hearing Noticing Requirements

Per the above referenced code, newspaper publishing, mailed noticing, and website posting are required methods for the public hearing. Additionally, the City may require other methods such as social media posting, email noticing, etc. All public hearing noticing shall occur at least 10 calendar days prior to the public hearing date. Various methods of public hearing notification are outlined below:

- Newspaper Publishing. Project public hearing information shall be posted in the local newspaper, typically Palo Alto Daily News.
- Mailed Noticing: Notices of the public hearing shall be sent to all property owners within the required mailing radius specified in the Community Outreach Requirements Matrix.
- Social Media Posting: Noticing for the project through public hearing process for final approval will also be required to be posted on the social media.
- Website Posting: Public Hearing Agendas and associated Staff Reports are posted on the website, typically one week prior to the Hearing.

STAFF MODIFICATION

Minor modifications to the policy and additional community outreach can be required at the Planning Manger's discretion if it is done to further community involvement or in the public interest.

ORDINANCE NO. 400

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO
ADDING ARTICLE 6, PRELIMINARY APPLICATION REQUIREMENTS, TO
CHAPTER 22 OF THE EAST PALO ALTO ZONING CODE**

WHEREAS, the City of East Palo Alto does not currently have a Preliminary Application process in place; and

WHEREAS, the City would like to improve the community outreach process; and

WHEREAS, the City would like to provide a streamlined review of the planning process to applicants of major and/or complex projects.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO DOES ORDAIN AS FOLLOWS:

SECTION 1. AMENDMENTS TO ZONING ORDINANCE

The City Council hereby amends Chapter 22 of the East Palo Alto Zoning Ordinance to read as follows sections and subsections that are not amended by this Ordinance are not included below, and shall remain in full force and effect.

CHAPTER 22- GENERAL PROVISIONS AND EXCEPTIONS

ARTICLE 6. - PRELIMINARY APPLICATION REQUIREMENTS

Section 6423. - Purpose and Intent.

The purpose of the Preliminary Application (Pre-App) is to allow the Planning Division to work with the applicant and coordinate an internal review of major and complex applications. This process is intended to provide feedback to the applicant early in the process by helping applicants understand the approval process, identifying potential issues to be addressed, and facilitating community outreach.

The Pre-App is not intended to be a comprehensive review of the project, does not result in any approvals, and is not appealable. The outcome of the Pre-App process is a comprehensive letter describing the approval process, summarizing major planning concerns and issues noted during internal review and a fee estimate. The fee estimate for the project application may differ from the Pre-App estimate.

Section 6423.1 - Applicability.

A Pre-App is required for the following types of major and/or complex projects:

(a) Major Projects:

1. New Commercial Construction - Any structure greater than 50,000 square feet.
2. New Residential Construction - Any project proposing twenty (20) or more new dwelling units.
3. Existing Non Residential Structures - An addition to any structure greater than 25,000 square feet.
4. Existing Structure - Rehabilitation, alteration, or addition to more than 25 percent of an existing multi-family structure with five (5) or more units.
5. Existing Structure - Any project that seeks to remove one or more price controlled housing units covered under the City's Rent Stabilization and Just Cause for Eviction Ordinance.
6. Existing Structure- Any project that would demolish a deed restricted affordable housing unit.
7. Any project with a Development Agreement.

(b) Complex Projects:

1. Planned Community Permit
2. Planned Unit Development
3. Zoning Text Amendment
4. Zoning Change
5. General Plan Amendment
6. Projects with Mandatory Environmental Impact Reports
7. Schools
8. Conditional Use Permit (subject to determination by the Planning Manager)
9. ABC License new request and modification (notification shall be 600 feet from the project site)

(c) Planning Manager Discretion: The Planning Manager shall have the discretion to require a Major or Complex Pre-App process for any project that is in the public interest and to require the applicant to prepare a fiscal impact analysis as part of the process

Section 6423.2 – Planning Commission Study Session and Community.

- (a) All Pre-App projects are required to provide neighborhood notification and a minimum of one Planning Commission study session to discuss the proposed project and to document community concerns.
- (b) The Planning Manager has the discretion to require community meetings prior to the Planning Commission study session. The Planning Manager may require additional meetings if additional meetings will be beneficial to the community.

- (c) Within calendar 15 days of the Planning Commission study session, any member of the City Council may request a study session with the City Council.

Section 6423.3 –Notice and Meeting Requirements

(a) Notices:

- (1) All property owners within 300 feet of the project and interested community groups must be notified of the Pre-App by way of a written notice describing the project and inviting them to the Community Meeting, Planning Commission study session, and/or other community meetings to discuss the project. Notices must be published as an ad in the local daily newspaper and 8” x11.5” notices posted on City bulletin boards. New alcohol sales or modifications to existing liquor licenses require in addition noticing within a 600 radius from the site.

- (2) The applicant is responsible for sending out the meeting notice based upon a mailing list and notice template provided by the City. Required notice shall include:
 1. Project site map;
 2. Project description; and
 3. Date, time, and location of the meeting(s).

- (3) In addition, the notice must be:
 1. Approved by Planning Manager or designee;
 2. Sent out, published, or posted according to Planning Division guidelines, at least 14 days prior to the meeting; and
 3. Mailed by USPS using a Certificate of Mailing (Form 3788), or another form of registered mail with proof of mailing provided to staff.

(b) Community Meeting:

1. The applicant is responsible for arranging the community meeting venue.
2. Attendees should be requested to sign in, and provide contact information, if further contact desired.
3. Applicant shall document questions from the community and the responses to the questions.
4. Meetings shall occur at a publicly accessible venue within the City, preferably at the project site or within a one mile radius of the site.
5. Weeknight meetings shall occur between 6:00 p.m. and 9:00 p.m.
6. Weekend meetings shall occur between 10:00 a.m. and 9:00 p.m.
7. The applicant is responsible for presenting the project to the community.

8. The Planning Manager may require additional meetings if additional meetings will be beneficial to the community.

Section 6423.4 - Preliminary Application Letter and Formal Submittal.

- (a) Within 30 days of outreach completion, the Planning Division will send to the applicant a letter summarizing major project concerns, a description of the approval process, other issues noted during internal review, and a fee estimate.
- (b) A formal project submittal will be accepted only after the Pre-App letter has been issued. The submittal should address the matters discussed in the Pre-App letter, as well as comply with all application submittal requirements.
- (c) Comments in the letter, excluding the fee estimates, are in effect for one year from the date of the letter.
 1. If a formal application is not submitted within one year, a new Pre-App will be required before project submittal.
 2. The requirement for a new Pre-App may be waived by the Planning Manager on a case-by-case basis.
 3. A new Pre-App may be required by the Planning Manager within the one year period if it is determined that the formal submittal is significantly different from the Pre-App submittal.

SECTION 2. CALIFORNIA ENVIRONMENTAL QUALITY ACT

The adoption of the proposed ordinance is exempt from the requirements of the California Environmental Quality Act (“CEQA”) pursuant to Section 15061(b) (3) of the CEQA Guidelines because it can be seen with certainty that there is no possibility that this Ordinance, by itself, may have a significant adverse effect on the environment.

SECTION 3. SEVERABILITY.

If any section, subsection, sentence, clause, phrase or word of this Ordinance is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed and adopted this Ordinance, and each and all provisions hereof, irrespective of the fact that one or more provisions may be declared invalid.

SECTION 4. EFFECTIVE DATE.

This Ordinance shall take effect and be in full force thirty (30) days from and after the date of its adoption.

SECTION 5. PUBLICATION.

The City Clerk is hereby directed to cause publication of this Ordinance as required by law.

Introduced at a regular City Council meeting held on October 4, 2016, and adopted at a regular City Council meeting held on October 18, 2016, by the following vote:

AYES: GAUTHIER, ROMERO, RUTHERFORD, MOODY, ABRICA

NOES:

ABSENT:

ABSTAIN:

SIGNED:



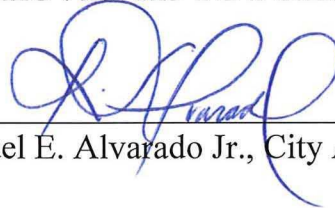
Donna Rutherford, Mayor

ATTEST:



Terrie Gillen, Deputy City Clerk

APPROVED AS TO FORM:



Rafael E. Alvarado Jr., City Attorney

Community Outreach Model Matrix

Typical Application Type/Special Uses	Pre-APP Permit	Initial Notification (On-Site Signage, Mailed Noticing, and Website)	Community Meeting	Pre-Approval Mailed Noticing	Public Hearing
<i>Applications</i>					
Zone Change	√	√	√		√
General Plan Amendment	√	√	√		√
Planned Development	√	√	√		√
Schools	√	√	√		√
20 Residential Units or More	√	√	√		√
10-19 Residential Units		√	√		√
New Single-Family Residence or 2 nd Story Addition		√		√	
More than 50,000 s.f. Non-Residential	√	√	√		√
1,001 to 50,000 s.f. Non-Residential		√	√		√
<i>Special Uses</i>					
Alcohol Sales	√	√	√		√
Use Permitted through Administrative Use Permit		√		√	
Use permitted through Public Hearing but not a Conditional Use Permit		√	√		√
Use Permitted through Conditional Use Permit	*	√	√		√

* It will be determined at the Planning Manager's discretion.



City of East Palo Alto
 Planning & Housing Division
 1960 Tate Street, East Palo Alto, CA 94303
 Phone: 650-853-3189 • Fax: 650-853-3179
 E-mail: planning@cityofepa.org • Website: www.cityofepa.org/planning

EAST PALO ALTO ON-SITE NOTICING POLICY

An on-site notice is now required as part the Planning Division's application review. An application will be deemed incomplete until this requirement is fulfilled.

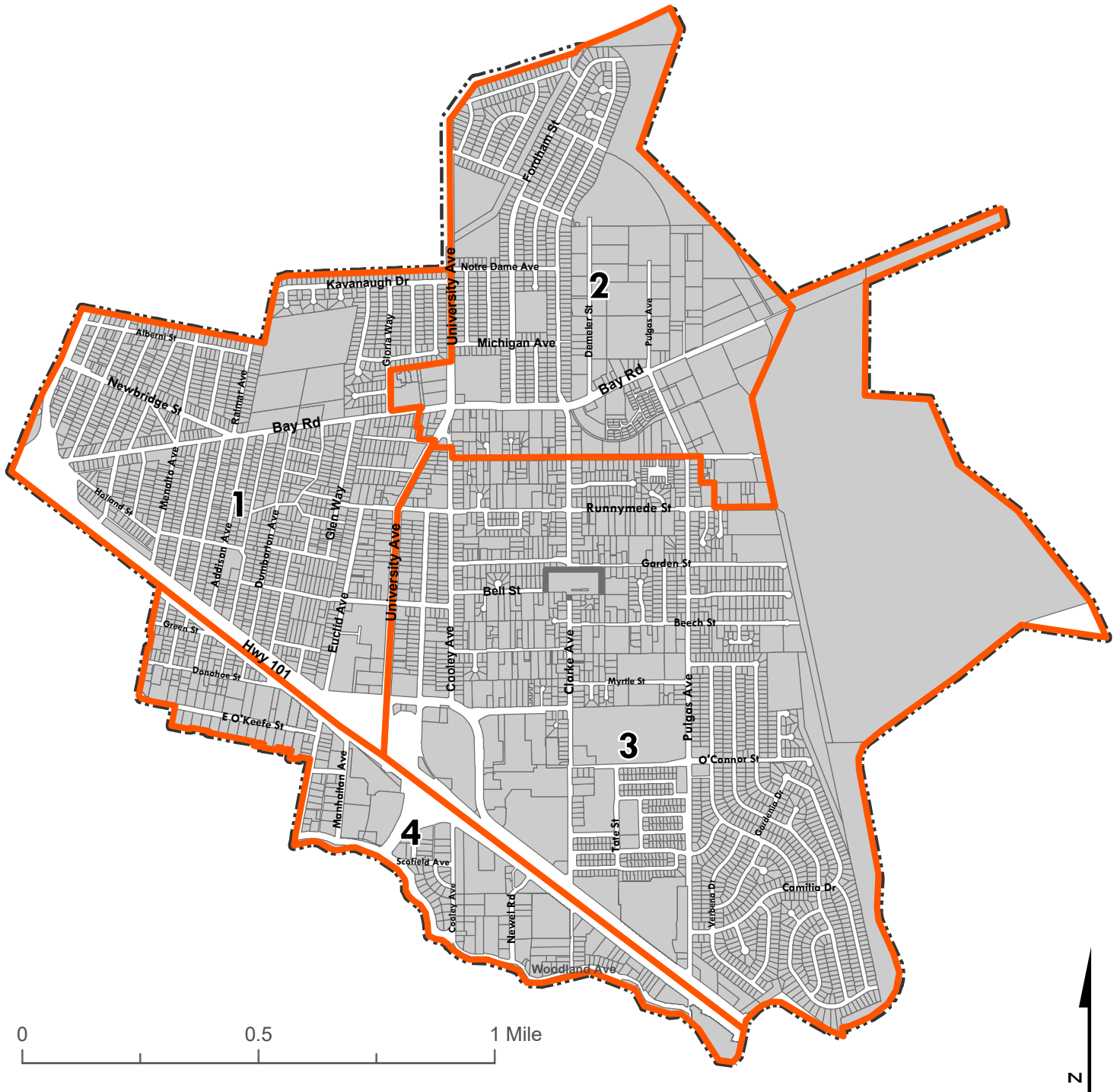
Important: A clear photo of the posted notice must be emailed or mailed to the project planner to demonstrate that the on-site posting requirement was fulfilled. Additional, photos may be submitted if more than one sign was required.

1. **Content – Planning staff will prepare the notice and email a PDF document that includes the following information to the applicant to print.**
 - A project description and rendering (if available)
 - Parcel information (i.e. address or location, zoning, and master plan area)
 - Project planner name and contact information
 - Name of applicant and property owner
 - A statement (in Spanish) that information is available in Spanish along with a staff contact.
 - Information of historical significance if the subject site was identified in accordance with the City 1994 Historic Resources Inventory List.

2. **Posting & Maintenance – The applicant will be responsible for printing and posting the sign on-site within one week of receiving the PDF file from staff.**
 - Signs for projects shall be printed on a minimum of 2'x3' weather resistant cardstock.
 - The sign must be posted while the project is under review.
 - The applicant is responsible for maintaining and replacing the notice if it is damaged.
 - The sign must take down within 15 days of a project's final decision (approval, denial, or appeal decision).

3. **Sign Placement**
 - The on-site notice must be placed on private property, within five feet of the public right-of-way, and between four and seven feet from the ground.
 - The sign must be visible to drivers and pedestrians from the public right-of-way.
 - One sign is required for each street frontage, however, residential properties on corners lots may put up a single sign at the front of the property.
 - One sign is required for every 500 feet (or fraction thereof) of street frontage regardless of lot location or zoning district.

4. **Exemptions – On-site noticing is not required for the following applications**
 - Applications not associated with a site (i.e. Zoning Text Amendment)
 - Lot line adjustments and mergers
 - Temporary Use Permits of less than 30 days
 - Sign Permits – Non-electronic signs
 - Sign Permits – Electronic signs measuring 10 square feet or less
 - Permits for accessory structures measuring 7' or lower and less than 200 square feet
 - _____



March 4, 2019

Community-Based Outreach List
Community Outreach Strategy - District 1

Religious Institutions Mailing List								
APN	OWNER_MAILING	OWNER_CITY	OWNER_STATE	OWNER_ZIP	OWNER_NAME	CONTACT	PHONE	CONTACT(S) EMAIL
062116250	1207 Jervis Avenue	East Palo Alto	CA	94303	Calvary Temple Church of God		650-323-0705	
062117280	1215 Laurel Avenue	East Palo Alto	CA	94303	Church of Christ		650-322-0853	
063302330	2201 University Avenue	East Palo Alto	CA	94303	Community Church	Reverend Johnie Thompson	650-323-5839	communitychurcheпа@sbcglobal.net
063090070	1425 Bay Road	East Palo Alto	CA	94303	Saint Francis of Assisi	Father Goode	650-322-2152 650-325-6236	sfoassisi@sbcglobal.net
062243430	1050 Bay Road	East Palo Alto	CA	94303	Saint John Baptist Church		650-321-1902 650-322-8214	Ramonda.mustiful@sjmbc
063152230	1199 E Bayshore Road	East Palo Alto	CA	94303	Saint Samuel Church of God in Christ	Pastor Paul Bains	650-325-8000	connie@bfm-inc.com
062124150	1110 Jervis Avenue	East Palo Alto	CA	94303	Unity Baptist Church		650-327-3079	
Non-Profit Organization Mailing List								
063292170	2111 University Avenue Suite#160	East Palo Alto	CA	94303	EPA Today c/o East Palo Alto Center for Community Media/epamedia.org	Henrietta Burroughs, CEO, Founder, Executive Director/ Jane Jones	650-289-9699/650-494-2140	henrietta@epamedia.org
063292280	2160 Euclid Ave	East Palo Alto	CA	94303	Foundation for a College Education (FCE)/collegefoundation.org	Jocelyn Lee, Executive Director/ B. Michael McFarland, Director of Development	650-322-5048	bmcfarland@collegefoundation.org
062118010	2399 Mentalto St	East Palo Alto	CA	94303	Retraining The Village	Halley Crumb, Founder	650-461-0433	retrainingthevillage@yahoo.com
063090010	2450 Ralmar Road	East Palo Alto	CA	94303	Ravenswood Middle School / ravenswood.k12.ca.us/domain/27	Ryan Hughes, Principal	650-329-6700/650-315-7586	nalvarez.pinon@gmail.com
063072160	1523 Ursula Way	East Palo Alto	CA	94303	Mid-Peninsula Athletic Association (Mastodons)(MPAA)/leaguelineup.com/mastodons/	Tyler Barker, President/ Jeff Austin, Director of Programming	650-906-1954/650-630-0559	disciple0633@gmail.com
063174210	2379 Dumbarton Avenue	East Palo Alto	CA	94303	Ravenswood Youth Athletic Association (RYAA)/ryaa.org	Shannon Pekary, Founder/Executive Director	650-331-0382	shannon@ryaa.org
063090070	1425 Bay Road	East Palo Alto	CA	94303	Saint Francis of Assisi Youth Club	Jilma Meneses, CEO/Christopher Sandoval, Program Coordinator	650-319-5211/650-322-2365	csandoval@catholiccharitiessf.org
063292320	550 Bell Street	East Palo Alto	CA	94303	YMCA	Delaysio Amerson, Executive Director/Verenice Nunez, Program Director	650-328-9622	vnunez@ymcasv.org
Other								
Ravenswood School District. Gina Sudaria, Interim Superintendent, (650) 329-2800 ext. 60113, gsudaria@ravenswoodschoools.org . Steven J. Eichman; Chief Business Official (CBO); (650) 329-2800 ext. 60101; seichman@ravenswoodschoools.org								

Community Outreach Strategy - District 2 (Ravenswood Specific Plan)

Religious Institutions Mailing List								
APN	OWNER_MAILING	OWNER_CITY	OWNER_STATE	OWNER_ZIP	OWNER_NAME	CONTACT	PHONE	CONTACT(S) EMAIL
063221200	891 Weeks Street	East Palo Alto	CA	94303	Born Again Christian Center	Pastor Andre	650-322-7932	pastordre@sbcglobal.net pastordre@comcast.com
063221560	1794 Bay Road	East Palo Alto	CA	94303	Saint Mark Ame Zion Church		650-327-3753	eugenos@sbcglobal.net
063231210	1898 Bay Road	East Palo Alto	CA	94303	Union Star Missionary Baptist		650-323-6358	
Non-Profit Organization Mailing List								
063132210	2528 Pulgas Avenue	East Palo Alto	CA	94303	East Palo Alto Boxing Club/epaboxingclub.org	Johnnie Gray, President/	650-960-5216	epaboxingclub@yahoo.com
063210460	2369 University Avenue	East Palo Alto	CA	94303	EPACANDO	Duane Bay - Executive Director	650-473-9838	dbay@epacando.org
063133130	1807 Bay Road	East Palo Alto	CA	94303	Ravenswood Family Dentistry	Luisa Buada, CEO		lbuada@ravenswoodfhc.org
063131230	1877 Bay Road	East Palo Alto	CA	94303	College Track	James Marin - Site Director	650-614-4875	jmarin@collegetrack.org
063131240	1885 Bay Road	East Palo Alto	CA	94303	Ravenswood Family Health Center	Luisa Buada, CEO		lbuada@ravenswoodfhc.org
063210460	2396 University Ave,	East Palo Alto	CA	94303	East Palo Alto Nonprofit Community Center	Luisa Buada, CEO		lbuada@ravenswoodfhc.org
063231260	1836 Bay Rd. Suite B	East Palo Alto	CA	94303	Ableworks/able.is	John Liotti, Executive Director/Sue Johnson, Director of Programs	650-328-1890	sue@able.is
063131250	1861 Bay Road	East Palo Alto	CA	94303	Community Leagal Services in East Palo Alto (CLSEPA)/clsepa.org	Phil Hwang Esq., Executive Director/ Becky Pinger Esq., Staff Attorney	650-326-6440	rebecca@clsepa.org
063221410	731 Weeks Street	East Palo Alto	CA	94303	East Palo Alto Police Athlectic League (PAL) Junior Golf/eastpaloaltojrgolf.com	Robert Hoover, Director	650-776-9116	rshgolfer@gmail.com
063197200	2389 Glen Way	East Palo Alto	CA	94303	East Palo Alto T-Ball and Pitching Machine/ballcharts.com/juniorgiants	Sharifa Wilson	650-207-1943	raskew2571@yahoo.com
063122040	1978 Bay Road	East Palo Alto	CA	94303	El Concilio of San Mateo County (ECSMC)/elconcilio.com	Ortensia Lopez, Executive Director/ Gloria Flores-Garcia, Associate Director	650-373-1078/650-483-0418	gloria.floresgarcia@gmail.com
063221110	1796 Bay Road	East Palo Alto	CA	94303	Free At Last (FAL)	Sue Cortopassi, Executive Director	650-462-6999	sue@freetlast.org
063231250	1798 Bay Road	East Palo Alto	CA	94303	Nuestra Casa/nuestracasa.org	Andreas Connell, Executive Director	650-330-7437	aconnell@nuestracasa.org
063231250	1798 Bay Road Suite#B	East Palo Alto	CA	94303	One East Palo Alto (OEPA)/onepa.org	Kava Tulua, Executive Director/ Rev. Teirrah McNair	650-330-7462	ktulua@1epa.org
063131330	1851 Bay Road	East Palo Alto	CA	94303	Project We Hope (PWH)- Saint Samuel/projectwehope.org	Pastor Paul Bains, Co-Founder/Alicia Garcia, Associate Director	650-330-8000/650-777-6679	agarcia@projectwehope.org

Community Outreach Strategy - District 2 (Ravenswood Specific Plan)

063103370	2415 University Avenue	East Palo Alto	CA	94303	Quest Learning Center/smlc.org	Adina Aguirre, Library Manager/ Emmanuel Landa, Quest Learning Center Coordinator	650-321-7712 X226	landa@smcl.org
063231260	1836 Bay Rd. Suite B	East Palo Alto	CA	94303	Raices De Mexico/ http://bit.ly/raicesdemexico	Lorena Mendez-Quezada, President/ Carmen Villa	650-328-1890	carmen@able.is
063231260	1838 Bay Road	East Palo Alto	CA	94303	Renaissance Entreprenuership Center, Mid-Peninsula/recenter.org	Tim Russell, Program Director/Crystal Rasmussen, Program Coordinator	650-321-2193 X1102	casmussen@recenter.org
063232150	2411 Pulgas Avenue	East Palo Alto	CA	94303	Ecumenical Hunger Program	Lanie Wheeler		Lanie@ehpcares.org
063031140	2695 Fordham Street	East Palo Alto	CA	94303	San Francisco 49ers Academy	Valerie Saito Communications & Development Manager		valerie@49ersacademy.org
Other								
Jeff Poetsch, Business Owners Representative, jeffcp@earthlink.net or 650-207-4994								
Ravenswood School District.								
Gina Sudaria, Interim Superintendent, (650) 329-2800 ext. 60113, gsudaria@ravenswoodschools.org . Steven J. Eichman; Chief Business Official (CBO); (650) 329-2800 ext. 60101; seichman@ravenswoodschools.org								

Community Outreach Strategy - District 3

Religious Institutions Mailing List								
APN	OWNER_MAILING	OWNER_CITY	OWNER_STATE	OWNER_ZIP	NAME	Contact	PHONE	CONTACT(S) EMAIL
063374460	721 Donohoe Street	East Palo Alto	CA	94303	Apostolic Assembly of Faith		650-322-4467	N/A
063344570	1001 Beech Street	East Palo Alto	CA	94303	Bayshore Christian Ministries		650-327-1139	information@bayshore.org
063404390	2004 Pulgas Avenue	East Palo Alto	CA	94303	Church of the Living God		650-325-5592	N/A
063253590	835 Runnymede Street	East Palo Alto	CA	94303	Faith Missionary Baptist Church of Christ		650-473-1940	faithmbc@pacbell.net
063262120	962 Runnymede Street	East Palo Alto	CA	94303	First Fijisan Assembly of God Samoan First Assembly of God		650-566-8766	
063492440	1970 Clarke Avenue	East Palo Alto	CA	94303	Grace Temple Church of God		650-328-4229	
063492450	1981 Pulgas Avenue	East Palo Alto	CA	94303	Mount Olive Missionary Baptist Church		650-325-3097	
063322340	2169 Cooley Ave	East Palo Alto	CA	94303	New Sweet Home Church of God		650-325-1467	N/A
063253210	840 Weeks Street	East Palo Alto	CA	94303	Open Bible Baptist Church		650-323-0463	ebt04@comcast.net
063415010	1108 O'Connor Street	East Palo Alto	CA	94303	Open Door Church of God in Christ		650-325-5581	odccogic@aol.com
063351740	994 Beech Street	East Palo Alto	CA	94303	Seventh Day Adventist Church		650-322-5008	
063271370	1171 Runnymede Street	East Palo Alto	CA	94303	True Light Missionary Church		650-323-0151	N/A
063374140	763 Donohoe Street	East Palo Alto	CA	94303	Vietnamese Buddhist Church		650-325-7353	
Non-Profit Orgnization Mailing List								
063344570	1001 Beech Street	East Palo Alto	CA	94303	Bayshore Christian Ministries (BCM)/bayshore.org	Heather Biscoe, Donations	650-327-9947	Heather@bayshore.org
063404390	2004 Pulgas Avenue	East Palo Alto	CA	94303	Church of the Living God (COTLG)/NA	Elder Porche	650-325-5592	cotl9226@gmail.com
063302460	2277 University Avenue	East Palo Alto	CA	94303	David Lewis Community Re-Entry Center/ http://www.ci.east-palo-alto.ca.us/index.aspx?NID=255	Robert Hoover, Program Manager	650-853-3139	dbass@smcgov.org
063563160	163 Verbena Drive	East Palo Alto	CA	94303	East Palo Alto Teen Home	Ysedra Mustiful – Executive Director	650 723-8749	ysedra@yahoo.com
063271440	1191 Runnymede St	East Palo Alto	CA	94303	Drew Health Foundation/drewhealthfoundation.org	Myrtle Walker, Executive Director/ Kalamu Chache	650-494-4041	kalamu_pro@hotmail.com
063374460	721 Donohoe Street	East Palo Alto	CA	94303	East Palo Alto Apostolic Church/apostolicepa.org (Web site is under construction)	Josh Martinez	650-322-4467	joshmartinez@gmail.com
063351740	994 Beech Street	East Palo Alto	CA	94303	East Palo Alto Seventh Day Adventist (SDA) Church/epasda.org	Pastor David Hudgens	888-543-8012	dhudgens26@gmail.com
063351570	1070 Beech St	East Palo Alto	CA	94303	Girls To Women	Patricia Foster, Executive Director/ Erik Ferry, Grantraising Associate	650-799-1653	patricia@girlstowomen.org
063351740	994 Beech St	East Palo Alto	CA	94303	Lauren's House for Positive Change/lh4pc.org	Monique Graves, CEO & President	650-630-0222	ceo@LH4PC.org
063390230	422 Hibiscus Cour	East Palo Alto	CA	94303	New Creation Home Ministries (NCHM)/newcreationhome.org	Jackie Yancy, Executive Director/ Melissa Liotti, Resident Program Coordinator	650-321-3109/650- 329-1603	jackie@newcreationhome.org
063674090	904 Tinsley Street	East Palo Alto	CA	94303	Ravenswood Little League/ravenswoodlittleleague.org	Anthony Johnson, President/ Desiree Jackson, Treasurer	650-208-9158/510- 364-6247	anthony.l.johnson@qoaaa.com
063373350	2135 Clarke Avenue	East Palo Alto	CA	94303	Youth United for Community Action (YUCA)/youthunited.net	Annie Loya, Executive Director/ Katrina Ellis, Development Director	650-322-9165	kellis@youthunited.net
Other								
Ravenswood School District. Gina Sudaria, Interim Superintendent, (650) 329-2800 ext. 60113, gsudaria@ravenswoodschools.org . Steven J. Eichman; Chief Business Official (CBO); (650) 329-2800 ext. 60101; seichman@ravenswoodschools.org								

Community Outreach Strategy - District 4

Religious Institutions Mailing List								
APN	OWNER_MAILING	OWNER_CITY	OWNER_STATE	OWNER_ZIP	NAME	Contact	PHONE	CONTACT(S) EMAIL
063442360	2001 Manhattan Avenue	East Palo Alto	CA	94303	Moravian Fellowship of East Palo Alto		650-330-1562	r_humprey@sbcglobal.com
063442360	330 Donohoe Street	East Palo Alto	CA	94303	Saint Mark Missionary Baptist	Pastor Turner	Church: 650-321-5340 Pastor: 650-323-9739	
Other								
Ravenswood School District. Gina Sudaria, Interim Superintendent, (650) 329-2800 ext. 60113, gsudaria@ravenswoodschools.org . Steven J. Eichman; Chief Business Official (CBO); (650) 329-2800 ext. 60101; seichman@ravenswoodschools.org								

Community Outreach Strategy Active Non-Profit Organizations Outside of the City

Non-Profit Organization List							
OWNER_MAILING	OWNER_CITY	OWNER_STATE	OWNER_ZIP	NAME	Contact	PHONE	CONTACT(S) EMAIL
3921 E. Bayshore Road	Palo Alto	CA	94303	CANOPY	Catherine Martineau, Executive Director/Michael Hawkins, Program Director	650-380-9038/650-399-6724	mmarotta@buildingfuturesnow.org
800 S. Claremont Street Ste	San Mateo	CA	94402	HIP Housing	Kate Comfort, Executive Director/Laura Fanucchi, Associate Executive Director	650-348-6661	lfanucchi@hiphousing.org
2400 Ralmar Avenue	East Palo Alto	CA	94303	EPACENTER ARTS	Nadine Rambeau, Executive Director	650 372-2787	nadine@epacenterarts.org

Community Meeting Flyer Sample

Community Meeting

Regarding the proposed
Phase II of the University Circle office campus

Thursday, February 28, 2019
7:00 p.m. to 9:00 p.m.
The Community Room at City Hall
2415 University Avenue, East Palo Alto

Everyone is welcome!

There will be a presentation followed by discussion,
and plenty of opportunity for community input.

Refreshments and Spanish translation provided.
Children are welcome to attend with their parents.

This is the second in a series of meetings to discuss this project with the community.



Questions? University Circle Contact: Primary Contact Name, Email, and Phone Number
City Staff Contact: Staff Name, Email, and Phone Number



Sign-In Sheet Sample

MEETING SIGN-IN SHEET

Project: _____

Date: _____

Place/Room: _____

Start Time: _____

Facilitator: _____

Total No. of Attendees: _____

PRINT NAME	ORGANIZATION	TITLE	PHONE	EMAIL