

RESOLUTION NO. 2024 - _____

**RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS
APPROVING A GOOD NEIGHBOR POLICY TO BE STRONGLY RECOMMENDED TO BE
FOLLOWED FOR VARIOUS CATEGORIES OF LAND USE ENTITLEMENT APPLICATIONS IN
THE UNINCORPORATED AREA OF SOLANO COUNTY**

Whereas, on December 12, 2023, the Board of Supervisors discussed the merits of developing a “Good Neighbor Policy” and authorized a commitment of staff time to draft a policy and return to the Board of Supervisors for consideration and possible adoption; and

Whereas, the Board discussed the benefits of early community outreach relative to community education on land use proposals and increased dialogue between applicants and the community; and

Whereas, the Board also weighed the legal and procedural ramifications of such a policy and how it would be implemented; and

Whereas, the Board discussed that the potential costs of implementing the “Good Neighbor Policy”, including securing meeting facilities, providing meeting notices/flyers, preparation of a website, and completing a “Good Neighbor Policy” Outreach Report will be borne by the applicant; and

Whereas, on March 26, 2024, the Board considered and discussed the proposed “Good Neighbor Policy” and provided direction to staff to return to the Board with additional modifications to the policy; and

Whereas, on April 09, 2024, the Board further considered the “Good Neighbor Policy” and determined that it is a desirable part of the planning entitlement and development process.

Resolved, that the Solano County Board of Supervisors approves the “Good Neighbor Policy”, attached as Exhibit A, for use for certain development projects in the unincorporated area of Solano County.

Passed and adopted by the Solano County Board of Supervisors at its regular meeting on April 09, 2024, by the following vote:

AYES: SUPERVISORS _____

NOES: SUPERVISORS _____

EXCUSED: SUPERVISORS _____

MITCH H. MASHBURN, Chair
Solano County Board of Supervisors

ATTEST:
BILL EMLLEN, Clerk
Solano County Board of Supervisors

By: _____
Alicia Draves, Chief Deputy Clerk

EXHIBIT A

Good Neighbor Policy (GNP)

The Good Neighbor Policy (GNP) reflects the County of Solano's commitment to assisting applicants to move proposed land use applications through the planning entitlement process as efficiently as possible. It has been staff's experience that early community outreach conducted in the initial stages of application review, including informational meetings, distributing materials, and open dialogue with neighbors and the community at large, can provide additional clarity to community stakeholders on the scope and nature of a proposed project. It can also be informational to an applicant on possible changes that would address issues identified as a result of any outreach.

Community involvement is a priority for the Planning Commission (PC) and County Board of Supervisors (BOS). Therefore, as an application proceeds through the formal review process, staff will convey the nature of outreach conducted by the applicant pursuant to this policy.

Applicability of the GNP:

The GNP applies to any application where neighbors and the community at large will benefit from knowledge of the development project. The types of projects listed below are a representative sample of those that have historically generated the most community concern and questions, and have benefited from early public outreach:

- Wireless towers in a residential zoning district
- Major subdivision projects (5 or more lots)
- Large special event facilities
- Specific Plans, Policy Plan Overlays and Strategic Plans
- Battery Energy Storage System Facilities
- Public stables with or without horse shows
- Rezoning or General Plan Amendments of properties
- Large wineries and
- Hotels or resort hotels

The GNP also applies to amendments to previously approved projects where, based on the nature and scope of the request, neighbors and the community at large will benefit from knowledge of the amendment. It may also be utilized for other application types depending on the circumstances and staff will discuss the benefits of community outreach for every project regardless of the size or scope of proposed projects.

Who will benefit from the GNP:

- Applicants, by streamlining their planning entitlement process.
- Neighbors, who will learn of potential neighborhood projects and related potential impacts and can provide timely input to the applicant.
- Hearing bodies, who will receive reporting of outreach efforts and therefore not be a sounding board for issues that could have been resolved prior to hearing.
- Contractors doing business in the County, who will know of public outreach expectations.
- The seven incorporated Solano County cities, who will know of the County's GNP process.

How an applicant will know the GNP applies, timing, and what level of outreach is recommended:

During the initial review of a land use application and within one (1) week, the Director of Resource Management or designee will convey to the applicant the level of recommended community outreach pursuant to the GNP.

Applicants are strongly recommended to follow the GNP after the application is deemed “complete” by the Department of Resource Management and prior to the project being brought to a public hearing.¹ A “complete” application satisfies the County requirements to continue project analysis and is ready for public input. Special circumstances may need to be further defined and presented to the public – such as the scope, land use proposals of the project, and potential impacts to the environment, traffic, human health, social justice, etc. The County strongly recommends that the applicant/property owner(s) conduct at least one community meeting.

It is the applicant’s responsibility to pay for the reasonable costs of conducting community meeting(s) and other outreach pursuant to the GNP, including the meeting facility, mailing notices, website and preparation of the **Good Neighbor Policy Outreach Report (GNR)**. The applicant/property owner is expected to submit a GNR after the community meeting to demonstrate the extent of outreach conducted and any changes to the project as a result of the process. Additional information on public outreach methods and recommended procedures is provided below.

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 recommended that you contact impacted property owners in advance of submitting a formal application. Planning staff encourages early contact with the involved property owners who utilize the private road for them to understand the possible implications of the project; thus, expediting the planning entitlement process. Projects depending on private road access may cause impacts to the shared road and will require the consent of all property owners to widen, improve, or continuously maintain the private road.

Good Neighbor Policy Procedures (after receiving initial plan comments from County staff):

It is recommended that applicants reach out to their District Supervisor’s office to notify them of their project prior to public outreach. Once the Supervisor’s office is briefed, the applicant can send flyers, factsheets and/or create a project website and/or host initial public meetings with neighbors. Flyers and factsheets can be sent to properties in the vicinity of a proposed project in advance of or in conjunction with a community outreach meeting. A project website may also be established by the applicant as part of the GNP but should be done in combination with other direct outreach methods. Although various methods of outreach are permissible, in-person meetings have traditionally been most successful in collecting meaningful public feedback. All outreach conducted pursuant to the GNP is expected to take place prior to bringing the project forward to any formal public hearing required for a planning entitlement.

Public meetings/open houses should be held at times of maximum participation (i.e. after work or Saturdays) and should avoid holidays/common travel periods.

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

- 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.

¹ Please note that a determination by the Department of Resource Management that an application is “complete” is neither approval nor denial of the application, nor does it imply completion of Good Neighbor Policy Outreach will result in final project approval.

The applicant will need to prepare and provide project information to nearby property owners and residents. County 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. The following table summarizes recommended notice and outreach pursuant to the GNP:

Zone District	Notice Radius*	Type of Outreach Materials
<ul style="list-style-type: none"> • Agricultural (A) or Rural Residential (RR) zone district • Major Subdivision (5 or more lots) without zone changes • All other zone districts 	<p>Notify owners within ½ mile of the property</p>	<p>Flyers and fact sheets complete with proposed project information and applicant contact information (prepared and distributed by the applicant). Public meeting and GNR completion are strongly recommended prior to public hearing.</p>

* 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.

Good Neighbor Report (GNR) – Summarizing results of community involvement outreach effort:

It is recommended that the applicant/property owner submit a GNR review after the community meeting or meetings depending upon the circumstances. The GNR submitted to County staff should detail the key results of the public involvement meeting and other input that has been received. A typical GNR would include the details of the meetings, meeting agenda, photos, meeting minutes summarizing comments received, key issues, and a list of 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							

It is recommended that the GNR include the following information and be submitted to County Planning staff prior to bringing your project to the PC or BOS hearing:

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, mailers, 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 GNR shall clearly include and state the issues raised by the property owners and the actions taken to address the concerns.

Additional Good Neighbor 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 community outreach meetings.

Typical timeline of action by applicant:

		Application not yet deemed "Complete" and Initial Application Comments are received from County staff	Application is "Complete" and 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	It is <u>recommended</u> that applicants reach out to their District Supervisor's District Representatives to notify the office of a project prior to conducting outreach. Once the Supervisor's office is briefed, applicant may send flyers, factsheets, and/or create a project website and/or host initial public meeting(s) with neighbors. Neighbors on private roads are <u>strongly recommended</u> to be contacted.	Applicant is <u>recommended</u> to host public meeting with neighbors and provide GNR to County staff prior to project being heard by hearing body.	County planning staff will bring forward staff report to hearing body formulating input of community outreach, per GNR.



For more information:

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