



PLANNING DIVISION
CITY OF SOUTH SAN FRANCISCO
PHONE: (650) 877-8535
E-MAIL: PLANNING@SSF.NET

Neighborhood Meeting Guidelines

Last revised: October 7, 2024

Applicants are responsible for holding a **Neighborhood Meeting** to share information about their proposed development project and to receive community input. The meeting should accomplish the following two goals:

- Establish a positive dialogue between the development team and the nearby property owners and residents, business owners, neighborhood associations, and interested parties.
- Allow for project modification early in the process based on feedback.

The project applicant is responsible for hosting and leading the meeting. The City's project planner will attend the meeting and be a resource for any questions about City development standards or the planning process.

The following are guidelines for organizing and holding the Neighborhood Meeting.

Step 1: Preparing for the Neighborhood Meeting

Step 1.A. Scheduling the Meeting – Date, Time, Location

The project applicant is responsible for working with the project planner to select a date, time, and location for the neighborhood meeting based on the following requirements:

- Meetings must be held on Monday through Thursday evenings and can begin no earlier than 6:00PM.
- The meeting can be held at the project site, in a City or School District facility, or nearby venue that has a meeting space and has ADA access.
- Meetings cannot conflict with:
 - City Council meeting dates (second and fourth Wednesday of each month), Planning Commission meeting dates (first and third Thursday of each month), or related Commission meetings. For additional information about City Boards/Commissions, visit: <https://www.ssf.net/Government/Boards-Commissions>
 - Large City-wide events
 - Legal holidays, common religious holidays, during the week of Thanksgiving, or from December 15th - January 1st

Step 1.B. Preparing and Mailing the Meeting Notice

The project planner will work with the project applicant to coordinate a public notice for the neighborhood meeting. The applicant is responsible for the following:

- Preparing and mailing the Neighborhood Meeting notice, once approved by the Planning Division.
- The notices must be mailed a minimum of 10 calendar days prior to the meeting and must be sent to the following. The Planning Division can prepare the mailing list.
 - Property owners, residential tenants, and business tenants within 300 feet of the project site, and
 - The interested parties list which includes interested individuals who contacted the City regarding this site or project or requested to be added to the project notification list.

Step 2: Holding the Neighborhood Meeting

The applicant is responsible for bringing the following materials to the Neighborhood Meeting:

- Project presentation which should include: a description of the purpose of the development, the way the design has responded to various site planning and aesthetic issues, and important design features
- Existing and proposed site plan (physical copy in a large format)
- Exterior elevations of all sides of the proposed buildings (physical copy in a large format)
- Details of the proposed parking plan
- Meeting sign-in sheet (include columns for name; physical address; “affiliation” such as residents, business owner, etc.; and email address)
- Refreshments (optional, yet recommended)

The Neighborhood Meeting will be organized as follows:

- The project planner will typically open the meeting by welcoming attendees, describing the purpose of the meeting, and introducing the project applicants.
- The applicant will then facilitate the meeting. At this time, the applicant will present their project, including items noted above.
- The applicant will open the discussion with the attendees, respond to questions, and listen to input. The planner will be available to respond to any questions regarding development standards and the planning application review process.
- Once the conversation has finished, the project planner will close the meeting by describing the next steps in the planning process.

The applicant is responsible for taking detailed notes of all public comments shared during the meeting. This will form the basis of the Meeting Summary.

Step 3: Sharing a Meeting Summary

The applicant must prepare and distribute a written summary of the meeting within two weeks after the meeting. The Meeting Summary should include:

- Details of the meeting – date, time, location, and number of attendees
- List of attendees' names
- Major issues or questions raised
- Questions and responses discussed during the meeting

The applicant is responsible for sending the draft meeting summary to the project planner who will review and edit, as needed, to prepare a final version.

The applicant is responsible for:

- Emailing the meeting summary to attendees who provided an email address
- Mailing the meeting summary via USPS to attendees who did not provide an email address, yet provided a physical address

The project planner will include the meeting summary as an attachment to the formal staff report to Planning Commission, or final approving body.

Questions?

If you have questions about this process, please contact your project planner, or reach out to the Planning Division at planning@ssf.net or 650-877-8535.