

Neighborhood Outreach Procedures

AP 1115

The Board of Trustees is committed to clear, proactive communication with the Colleges' neighbors regarding campus development. The purpose of this administrative procedure is to establish a baseline protocol for dissemination of information related to capital projects and to encourage early and frequent communication between District staff and the public.

Definitions

For the purpose of this policy:

“Large Capital Project” is defined as the construction of new buildings, substantial additions to existing buildings, and other events that could have significant neighborhood impact.

Outreach Procedures

The campus will prepare a community outreach plan for each large capital project. The scale of the outreach effort will be designed to match the size and scope of the project and the likely level of community interest. In any case, the California Environmental Quality Act (CEQA) requirements for notification will serve to denote the minimum level of effort.

Outreach modes:

Web site: All capital projects will be posted on the campus Web site. When the project size warrants, electronic means may be used to provide ongoing updates to interested parties.

Written notification: Letters and postcards should be used for formal notification. Newspapers advertisements announcing projects and meeting notification may be appropriate for larger projects.

Meetings: For projects that are exceptionally large or that may otherwise generate significant neighborhood interest, there should be at least one community meeting no fewer than 30 days prior to the end of the public review period as defined by CEQA. It is recommended that the community meeting be held early in the CEQA process. Midweek evening meetings are preferred. A minimum of two weeks should be allowed for notifying the community of the meeting.

Outreach before and during construction:

The minimum level of effort should include a letter to the campus neighbors outlining the purpose and composition of the project, the schedule of activities, and what construction activity may be expected. The holding of periodic community

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meetings is appropriate in the case of particularly large projects or those with significant neighborhood interest.

See Board Policy 1115

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