

GUIDELINES FOR CIRCULATION OF PETITIONS

1. Any interested party may submit a petition in support of his or her position on any matter being publicly heard before the Planning Commission. In order to be of benefit to the Commission, the petition should be clearly drafted, accurate, and signed by persons who will be impacted by the decision. The petition should include as a minimum, a statement of what is proposed, the position of those signing the petition, separate blocks for signature, printed name, and address of persons signing the document, and the name of the person circulating the petition. The document should either be dated or have a space for each signer to affix the date.
2. Petitions should accurately reflect the issue or item that is before the Planning Commission. The nature of the matter must accurately be stated so that the Commission can be sure that signers of the petition clearly understood what was proposed by the applicant and how the petitioner felt about that application. Emotional pleas, factually inaccurate statements, exaggeration, and other misleading information render petitions legally inadmissible, and staff must reject their inclusion in the record.
3. The language of the petition may be submitted to the City for review prior to circulation if desired. The Community Development staff and the City Attorney's Office will review the language of the petition to ensure the petition is legally sufficient. Once completed, it is preferable to submit petitions to the Community Development Department by Thursday at 5:00 PM prior to the meeting so that the completed petition can be duplicated and included in information available to commissioners, staff, and the public. It also seems to help meetings run more smoothly when petitions are submitted in advance.
4. It is also the responsibility of the petition circulator to see that petitions are signed by persons who will be impacted by the proposal. While having someone sign the petition who lives outside the are of impact will not prevent it from being submitted, it may tend to diminish the credibility and value of the petition for the Commission. The circulator is encouraged to ensure that names are legible and that persons do not sign more than once or for other persons.

If you have any questions at all regarding this process, please feel free to contact the Community Development Department at 646-3885 for the City Attorney's Office at 646-3915. Compliance with this guideline will ensure that your point of view will be adequately presented to the Planning Commission, and that everyone will have a fair and impartial hearing before that body.