Public Participation Plan

CITY OF THOUSAND OAKS
GENERAL PLAN
OVERVIEW AND PURPOSE

In mid-2019, the City of Thousand Oaks (City) began a comprehensive update to its General Plan. California State law (Gov. Code § 65302) requires that every jurisdiction maintain an “up-to-date” General Plan. The purpose of the General Plan is to guide land use and development decisions. As such, it serves as the “constitution” for future development and conservation of a community and sets the stage for zoning, subdivision regulations, Specific Plans, infrastructure plans, among other documents. Further, all decisions on specific development projects and other changes to the built and natural environment (such as roadways, parks, etc.) must be consistent with the General Plan.

All interested community members and stakeholders must be involved in the planning process to share their lived experience and knowledge of the City and offer input and direction to help shape the future of Thousand Oaks.

Throughout the process, Thousand Oaks staff and the consultant team will ask the community for input on various aspects of the General Plan. City staff and the consultant team will listen, inform, and translate the community’s and stakeholders’ viewpoints and vision, and continually report back on how the information gathered will be shared and used.

This Public Participation Plan (PPP) presents a “roadmap” or synopsis of the activities that will be undertaken to develop the comprehensive General Plan Update. Engagement efforts presented in this Plan are intended to gather input from a broad, diverse range of stakeholders, including but not limited to residents, business owners, property owners, employees who work in the City, non-profit organizations and social-service organizations. This Public Participation Plan outlines the engagement strategies that will be employed to support the technical planning and environmental efforts needed to help define a clear vision going forward for the City.
ENGAGEMENT PLAN GOALS

The primary community engagement goals for the Thousand Oaks General Plan are as follows:

- Create an open and transparent engagement process that builds trust.
- Represent diverse interests and backgrounds.
- Establish a process for the community to guide key components of the General Plan.
- Promote consistent, two-way communication between stakeholders and the City.
- Provide education and communication to the public about the planning process.
- Build relationships between diverse stakeholders and the City.
- Develop easily understood informational materials.
- Encourage community ownership of the process and final plan.
KEY ENGAGEMENT PHASES + TIMELINE

Engagement activities will occur throughout the planning process during key phases, including the preparation and review of:

- Visioning and identification of Guiding Principles, Key Issues, and Opportunities;
- Land Use and Multi-modal Transportation Alternatives;
- Goals and Policy Direction for the General Plan; and
PLANNED COMMUNITY ENGAGEMENT ACTIVITIES

GENERAL PLAN 2045 PROJECT WEBSITE

A project website will provide clear two-way communication and information about the project, including project documents, meeting summaries, announcements, and other materials. The project website will also include interactive features such as provide comments, sign-up for project updates, and links to surveys.

GENERAL PLAN ADVISORY COMMITTEE

The City is forming a General Plan Advisory Committee (GPAC) to serve as one of many resources throughout the General Plan Update to provide high-level feedback on project. The GPAC will provide input on the vision and guiding principles; land use and transportation; health, economic development, and other key policy topics such as equity, sustainability, resilience and public health. The GPAC members will also be another source of communication between the community and the City/consultant team. All GPAC meetings will be open to the public.

STAKEHOLDER INTERVIEWS

Interviews with key stakeholder groups and individuals will be held to help identify key assets and opportunities.

NEIGHBORHOOD AND STAKEHOLDER MEETINGS

Meetings will be held with neighborhood institutions, organizations and community leaders to allow for a discussion of concerns, questions, or insight they may have about the project.

FOCUS GROUPS

To ensure that multiple perspectives are represented, specific focus group meetings will be held with community members that represent a range of socio-demographic backgrounds, including youth, veterans, seniors, and the Spanish-speaking community and/or bringing together stakeholders or residents around key topics.

COMMUNITY FORUMS

To dive deeper into key topics, community forums will provide an opportunity to share insights on the latest land use, circulation, development challenges, and market trends affecting Thousand Oaks and the surrounding region. Two forums will be held in the early stages of the project. The first will look at big picture trends affecting the City. The second will make connections between key general plan topics of land use, economic development, transportation, and public services.

PUBLIC WORKSHOPS

At four times during the process, the team will hold citywide public workshops to discuss the vision and overall direction of the General Plan. The public workshops will provide opportunities for residents and stakeholders to come together and provide feedback.
**POP-UP WORKSHOPS**

To maximize participation in the process by meeting community members in places where they conduct their daily activities, several pop-up workshops will be conducted at planned well-attended events (e.g., Thousand Oaks Farmer’s Markets, Community and Senior Center Events, Streets Events, CLU events).

**COUNCIL WORKSHOPS AND HEARINGS**

Study sessions will be held with decision-makers throughout the process at key phases to gather input and provide direction.

**CITY COUNCIL, PLANNING COMMISSION AND OTHER BOARDS AND COMMISSION UPDATES**

Regular updates will be provided to the City Council, Planning Commission and other boards and commissions.
HOW TO GET AND STAY INVOLVED

There are multiple opportunities to get involved in the General Plan Update process, including:

- **Subscribe to the project email list** – sign up through the project website or at a community event to receive the latest project and community event updates.

- **Check out the project website** – stay tuned to the project website where project deliverables, summaries, photos, and updates on upcoming events will be posted. Interactive surveys and activities will also be administered through the project website.

- **Keep an eye out for General Plan newsletters, postcards, and flyers** – periodically the City will email newsletters, mail postcards, and post flyers at key locations throughout the city to advertise upcoming community events and project updates.

- **Visit the City’s social media channels** – updates will be regularly be posted through the City’s Facebook, Twitter, and Nextdoor social media platforms.

- **Attend public meetings and workshops** – share your ideas at the many events planned throughout the next two years.

- **Complete online surveys** – interactive online surveys will also be administered to provide convenient access to the planning process

HOW YOUR FEEDBACK WILL BE USED

Community input gathered throughout the planning process will be recorded and compiled to ensure the General Plan Advisory Committee, City staff, and City Council have a full understanding of public opinion when drafting, reviewing, and adopting the General Plan and Environmental Impact Report.

FOR MORE INFORMATION...

For more information or if you have questions or comments to share please:

- Visit the Thousand Oaks General Plan 2045 project website at toaks2045.org
- Contact the General Plan Team, at GP@toaks.org