



**BROWNFIELDS CLEANUP REVOLVING
LOAN PROGRAM
PUBLIC PARTICIPATION PLAN**

AUGUST 20, 2008



**BROWNFIELDS CLEANUP REVOLVING LOAN PROGRAM
PUBLIC PARTICIPATION PLAN**

PROGRAM DESCRIPTION

The City of Santa Rosa has been awarded a grant under the EPA's Brownfields Cleanup Revolving Loan program. With these funds, the City established the Revolving Loan Fund (RLF), a financial incentive to redevelop brownfields. RLF will encourage the remediation and reuse of contaminated sites by providing low interest loans for the cleanup of properties. The primary focus of the RLF will be sites within the city limits of Santa Rosa that have an actual release or substantial threat of a release of a hazardous substance to the environment.

GOALS AND OBJECTIVES OF THE RLF PROGRAM

The goals and objectives of the RLF program are:

- ✓ Support remediation activities on contaminated properties within the city limits of Santa Rosa;
- ✓ Address environmental justice concerns by supporting the remediation and redevelopment of properties in redevelopment project areas in Santa Rosa;
- ✓ Seek additional funding sources to leverage RLF for assessment and cleanup activities, including state and private sources;
- ✓ Investigate and implement methods to reduce the cost and simplify the process of conducting public participation activities for each property; and
- ✓ Facilitate the planning and regulatory process.

BORROWER AND SITE ELIGIBILITY, ELIGIBLE AND INELIGIBLE ACTIVITIES AND LOAN TERMS

Please refer to the RLF Program Description for more information.

AGENCY OVERSIGHT RESPONSIBILITY

The City's Department of Economic Development and Housing (City) is the lead agency for cleanup of RLF sites. The Department of Public Works (DPW) is the Site Manager for the cleanup activities and will provide regulatory oversight and coordination for each RLF-assisted site cleanup project. The City also will work with DPW to plan and implement public outreach and information activities. As appropriate, DPW will coordinate with the North Coast Regional Water Quality Control Board (NCRWQCB or RWQCB), the Department of Toxic Substances Control (DTSC) and the EPA to ensure that each cleanup project satisfies all applicable Federal and State requirements.



BROWNFIELDS CLEANUP REVOLVING LOAN PROGRAM
PUBLIC PARTICIPATION PLAN

DESCRIPTION OF POSSIBLE LOAN SITES

The City has not pre-selected sites that could receive loan funds. Please refer to the RLF Program Description for more information.

I. OBJECTIVES OF THE PUBLIC PARTICIPATION PROGRAM

A Public Participation Plan (PPP) is normally prepared to describe the public involvement activities at a site where remediation will take place. Because of the nature of the RLF program, the PPP for the RLF program is designed to allow the community to learn about and comment on RLF-assisted remediation projects. Specific objectives of the PPP are listed below.

OBJECTIVE 1: KEEP THE COMMUNITY ADEQUATELY INFORMED

Provide the public accurate, timely, clear and easy-to-understand information about each proposed RLF site, and the remediation activities that will occur on the site. The public shall include two groups: 1) occupants of residences and businesses located within five hundred (500) feet of a site scheduled to receive RLF cleanup assistance, and 2) community members, business representatives and other interested parties that have requested inclusion on the City's mailing list for general RLF program information and cleanup project-specific information.

Activities for the RLF Program

- Design and distribute an easily understandable brochure announcing the availability of funds and the availability of clear, concise and complete application forms.

Required Activities for RLF-Assisted Sites

- Provide contact information on all outreach material;
- Provide a designated telephone number for information about each site and the status of remediation and redevelopment activities;
- Publish and distribute notices, fact sheets and work notifications in a timely manner to nearby residents and businesses regarding the remediation alternatives under consideration for each cleanup project and the selected remediation plan;
- Discuss all proposed cleanups at a publicly noticed City meeting;
- Advertise public involvement opportunities and provide current status information;
- Develop and maintain an adequate mailing list of affected and/or interested parties;
- Make available the Public Participation Plan for public review;
- Confirm that all relevant documents are at the information repositories; and
- Ensure that up-to-date information on site conditions is provided to the Santa Rosa Public Works (Site Manager) and Fire Departments, the State of California oversight agency(ies), and, as applicable, the EPA.



BROWNFIELDS CLEANUP REVOLVING LOAN PROGRAM
PUBLIC PARTICIPATION PLAN

Additional Activities that May Be Conducted for Specific Sites if Warranted by Community Interest and Site-Specific Situations

- Conduct briefings for local civic groups and other interested parties;
- Publish and distribute notices, fact sheets and work notifications to nearby residents and businesses regarding site investigation activities; and
- Prepare and make site-specific PPP available if needed.

OBJECTIVE 2: PROVIDE OPPORTUNITIES FOR INFORMED PUBLIC INPUT

Provide opportunities throughout the remediation planning process for members of the public to voice their concerns and opinions on site-specific issues and proposed site activities.

Required Activities for Each RLF Site

- Hold a public meeting to explain the proposed remediation plans and other technical documents and to receive public comments;
- Provide a minimum period of 14 calendar days for the public to comment on the remediation alternatives for the site and notify the public about the selected remediation plan;
- Provide the names and numbers of persons to contact with site comments and questions;
- Update and maintain local information repositories; and
- Update the Public Participation Plan as necessary to respond to changing public participation needs

Additional Activities that May Be Conducted if Warranted by Community Interest and Site-Specific Situations

- Conduct interviews with potentially affected parties.

OBJECTIVE 3: MONITOR COMMUNITY CONCERNS AND RESPOND TO CONCERNS IN A TIMELY MANNER

Monitor and respond to community concerns, questions and requests throughout the site investigation and remediation process. Communicate information about the community's site-specific concerns and preferred cleanup alternatives accurately and in a timely manner to the involved regulatory agencies.

- Provide a designated telephone number for information about the site and the status of remediation and future development activities;
- Prepare and distribute informational flyers to address issues raised by community members;
- Provide community members and interested parties with the names and numbers of persons to contact with site comments and questions; and
- Update the PPP as necessary to respond to changing public participation needs.



**BROWNFIELDS CLEANUP REVOLVING LOAN PROGRAM
PUBLIC PARTICIPATION PLAN**

II. PUBLIC PARTICIPATION ACTIVITIES

These activities provide opportunity for effective public participation in the RLF and allow the public to remain informed and comment as projects proceed. The City will conduct additional PPP activities as needed, particularly for those sites within a 500 foot radius of residential areas and educational institutions.

PUBLIC INVOLVEMENT ACTIVITIES

As a condition of receiving RLF assistance and as appropriate, the City will require the borrowers to conduct or assist the City to perform these activities. As necessary, the City will call upon other City departments and public agencies to participate in presentations at community meetings and to the City Council.

CONTACT PERSONS

The following information will be provided on all fact sheets and notices distributed to the public. Throughout the investigation and cleanup of the potential sites, these individuals can be contacted by members of the public who have questions or concerns.

<p>Nancy Manchester or designee Program Specialist Economic Development & Housing City of Santa Rosa 90 Santa Rosa Avenue Santa Rosa, CA 95404 (707) 543-4339</p>	<p>Dave Montague or designee Supervising Engineer Public Works City of Santa Rosa 69 Stony Circle Santa Rosa, CA 95401 (707) 543-3800</p>	<p><i>Name, address & phone number of site spokesperson, site owner and/or environmental consultant.</i></p>
---	---	--

INFORMATION REPOSITORIES AND THE ADMINISTRATIVE RECORD

<p>CITY OF SANTA ROSA DEPARTMENT OF PUBLIC WORKS (DPW) 69 STONY CIRCLE SANTA ROSA, CA 95401</p>	<p>CITY OF SANTA ROSA DEPARTMENT OF ECONOMIC DEVELOPMENT & HOUSING (EDH) 90 SANTA ROSA AVENUE SANTA ROSA, CA 95404</p>	<p>SANTA ROSA CENTRAL LIBRARY THIRD AND E STREETS SANTA ROSA, CA 95404</p>
---	--	--

The Administrative Record for each site will be available for inspection at the Information Repositories listed above. At the request of a member of the public and at the requester's expense, the Economic Development and Housing Department will make a copy of any portion of the Administrative Record. The Administrative Record for each site will contain information that forms the basis for the selection of a remediation action including phase I and II



BROWNFIELDS CLEANUP REVOLVING LOAN PROGRAM PUBLIC PARTICIPATION PLAN

environmental site assessments, the Analysis of Brownfields Cleanup Alternatives (ABCA), comments of relevant regulatory agencies, verified sampling data, quality control and quality assurance documentation, chain of custody forms, site inspection and evaluation reports, health risk assessments and other documents related to each site. Representative information on site soil, groundwater and institutional controls will also be available. The Administrative Record will not contain proprietary or confidential financial information.

DISTRIBUTE THE PUBLIC PARTICIPATION PLAN TO INTERESTED PARTIES

The PPP will be available for public review at the Information Repositories. When feasible, the City will post announcements and other documents on the City of Santa Rosa's website at www.srcity.org.

PROJECT MAILING LISTS

During the term of the RLF program, the City will update project mailing lists developed for public participation. Project mailing lists will include businesses and residences within a 500 foot radius of RLF-assisted sites and any other individuals who request that they be added to the project mailing list. Fact sheets and public notices will provide information about how individuals can be included on the project mailing list.

BRIEFINGS OF PUBLIC OFFICIALS

As needed or requested, City staff will provide briefings to the Santa Rosa City Council in order to inform them about the RLF program and the status and schedule of remediation activities for RLF-assisted sites. Except where the confidential nature of the information requires a closed briefing, the briefings will be open to the public.

PUBLIC MEETINGS

The City will schedule public meetings regularly to discuss sites that have applied for loan funds. The public meeting will provide an opportunity for the City and prospective Borrower to respond to questions and comments that members of the public may pose about the proposed cleanup and the Analysis of Brownfields Cleanup Alternatives (ABCA). The City will prepare and deposit in the Administrative Record written summaries of these meetings, post them on the City's website and make them available to members of the public upon request.

PREPARE RESPONSIVENESS SUMMARY

The City will prepare a responsiveness summary to summarize public concerns and issues raised during the public comment period for the remediation alternatives for each site and the City's response to those comments and concerns. The City will place a copy of the responsiveness summary in the Administrative Record located at each Information Repository prior to the commencement of remediation activities at any site. The City also will post the summary on the City's website.



BROWNFIELDS CLEANUP REVOLVING LOAN PROGRAM PUBLIC PARTICIPATION PLAN

PROVIDE CITY DEPARTMENTS WITH CURRENT INFORMATION

The City will provide review copies of the remediation alternatives for each site to the Santa Rosa Public Works Department (the RLF Site Manager) and to the Fire Department. The City will also provide those departments copies of the selected remediation plan and regular reports of current conditions and remediation activities underway on each site. The City will provide similar information to the relevant State of California agencies with oversight responsibilities for the remediation activities on each site.

WORK/CONSTRUCTION NOTICES

Prior to the commencement of any remediation activity on a RLF-assisted site that could generate nuisances such as noise, dust or additional truck traffic in the vicinity of the site, the City will distribute notices to residences and businesses located within 500 feet of the site. The notices will include contact information and a description of the planned remediation activities with a potential to create a nuisance.

FACT SHEETS

The City will prepare fact sheets about the remediation plan and mail them to the public included on the RLF program mailing list. These fact sheets will provide the names and numbers to contact with additional questions and concerns. When feasible, the City will publish the fact sheets on the City's website at www.srcity.org.

PUBLIC BRIEFINGS

As appropriate, the City will schedule public briefings to review construction schedules, traffic pattern changes and the manner that the City will follow to keep the public informed during the remediation activity.

REVISE PUBLIC PARTICIPATION PLAN

In response to the comments that the City may receive from the public during the comment period for a proposed remediation project, the City may revise this PPP prior to the initiation of any cleanup activity, in order to incorporate alternative or additional opportunities for public review and comment during the cleanup phase of the project.

INFORMATIONAL AND APPLICATION MATERIAL

The City will design and distribute easily understood RLF information, including brochures, program description, application forms and other relevant materials. Where possible, the City will publish this information on the City's website at www.srcity.org.



**BROWNFIELDS CLEANUP REVOLVING LOAN PROGRAM
PUBLIC PARTICIPATION PLAN**

INFORMATION SESSIONS AND APPLICATION ASSISTANCE

The City will schedule information sessions with potential loan applicants, those seeking assistance to understand and complete application forms, and with persons interested in learning more about the RLF program.

PERFORMANCE MONITORING

The City will monitor and discuss loan activity with other City staff, regulatory agencies and the EPA. City staff will interview Borrowers that received loans and those that declined assistance.

In the case of a conflict among the documents of the City of Santa Rosa Brownfields Cleanup Revolving Loan Fund, the Loan Program Description will prevail.