

# Neighborhood Meeting Guidelines

Revised November 2016

## A. Purpose

As set forth in Section 3.2.3.B. of the City-County Unified Development Ordinance (UDO), the purpose of the neighborhood meeting shall be to inform the neighborhood of the nature of the proposed land use and development features, explain the proposal, and solicit comments. This requirement shall not mean that all association members, owners or tenants are required to attend such a meeting.

## B. Applicability

As set forth in Section 3.2.3.A. of the UDO, all applicants shall hold a neighborhood meeting prior to submitting an application, but after a pre-application conference, for the following development reviews:

1. Amendments to the Comprehensive Plan;
2. Zoning map changes that require a TIA pursuant to Sec. 3.3, Traffic Impact Analysis; and
3. Other applications as may be specified elsewhere in the City-County Unified Development Ordinance

## C. Time and Location of the Meeting

1. The meeting venue must be approved in advance by the Planning Director or designee (allow at least two business days for approval by the Planning Department).
2. The meeting shall begin no earlier than 6:00 PM and no later than 8:00 PM on a weekday or no earlier than 10:00 AM and no later than 7:00 PM on a weekend. The meeting shall not be on a holiday, a holiday weekend, or the day before a holiday or holiday weekend. A holiday is defined as legal holidays recognized by the City and County.
3. The meeting shall be held at one of the following locations:
  - a. On the subject property; or
  - b. At the nearest available public meeting place including schools, libraries, community centers, places of worship, etc.; or
  - c. Other publicly accessible locations approved by the Planning Director or designee

## D. Notice of Meeting

As specified in Section 3.2.3.C. of the UDO, the applicant shall provide notice by mail at least ten days prior to the date of the neighborhood meeting to each owner of record of any land within 1,000 feet of the property for which the development approvals are sought and to neighborhood associations located within 1,000 feet of the site which have registered with the Planning Department to receive notice. The notice shall include at a minimum the following:

1. The applicant's name and telephone number;
2. The street address of the site with an identification map;
3. A clear explanation of what the applicant is proposing; and
4. The date, time and location of the meeting
5. A copy of the notice must be provided to the Planning Director at the same time notice is being made including the date, time and location of the meeting, along with a copy of the materials to be presented.

## Neighborhood Meeting Guidelines

Revised November 2016

### E. Procedures

#### 1. Meeting

- a. The applicant shall conduct the meeting and provide necessary information and materials to attendees including, but not limited to:
  1. Details about what is being proposed;
  2. The type of approval process that is involved with the proposal; and
  3. How the neighborhood will be kept informed during the process
- b. The applicant shall provide an opportunity for each attendee to ask questions and voice concerns about the proposal.
- c. The Planning Director may designate staff to attend the meeting to observe and answer any procedural questions.

#### 2. Post Meeting

The applicant shall provide the following materials with the submitted application:

- a. A list of names and addresses of attendees as provided on sign-up sheets from the meeting;
- b. A summary of the issues raised by the attendees;
- c. As part of the submittal, the applicant should describe how the proposal addresses the issues raised at the meeting;
- d. A copy of the meeting notification;
- e. A list of who was notified of the meeting; and
- f. A copy of all materials distributed at the meeting

### F. Additional Meetings

The Planning Director may require that additional neighborhood meetings be held if the application is substantially modified from what was presented at the previous neighborhood meeting.