

Sec. 19-2.2. Common procedures.

[...]

19-2.2.4. Neighborhood meetings.

- (A) *General.* The purpose of the neighborhood meeting is to provide an opportunity for informal communication between applicants, occupants, and owners of nearby properties who may be affected by development proposals; to educate the occupants and owners about the proposed development and application; to receive comments and address concerns about the development proposal; and to resolve conflicts and outstanding issues, where possible.
- (B) *Neighborhood meeting encouraged.* **Where not otherwise mandatory, a** neighborhood meeting is strongly encouraged for all applications requiring a public hearing prior to submission of an application, **provided the neighborhood meeting is not required under Sec. 19-2.2.4(C).** ~~Furthermore, the chairperson of the planning commission, design review board, or board of zoning appeals may, during a public hearing, direct an applicant to conduct a neighborhood meeting if it is determined that the application could potentially have negative land use, appearance, traffic, or other public facility impacts on neighboring properties. Upon receiving an application requiring a public hearing, the administrator may require an applicant to conduct a neighborhood meeting prior to a public hearing being scheduled if the administrator determines that:~~
- ~~(1) Pursuant to practice, the application is of a type that characteristically the chairperson of the subject decision-making body has required to be the subject of a neighborhood meeting;~~
 - ~~(2) One or more property owners directly abutting the subject property has requested, via standard mail or email, a neighborhood meeting; or~~
 - ~~(3) Owners of 20 percent or more of the parcels within 500 feet of the subject property have requested, via standard mail or email, a neighborhood meeting.~~
- (C) Neighborhood meeting required. ~~Unless a waiver is granted by the administrator, a~~ **A** neighborhood meeting shall be required to be conducted prior to submission of the following **public hearing** applications:
- (1) Map amendment (rezoning), **including PD (Planned Development) and FRD (Flexible Review District);**
 - (2) Major subdivision;
 - (3) Special exception for: bed and breakfast inn; **;**
 - (4) Multifamily or a Certificate of Appropriates which includes a multifamily use; or**
 - (5) Any application requiring a public hearing where the proposed project is commercial or multi-family in nature and abuts an existing single family detached use.**
- (D) Notwithstanding the foregoing subsection and only with respect to applications requiring a public hearing, a neighborhood meeting may be required for a public hearing application under one or more of the following scenarios;**
- (1) The chairperson of the planning commission, design review board, or board of zoning appeals may, during a public hearing, direct an applicant to conduct a neighborhood meeting if it is determined that the application could potentially have negative land use, appearance, traffic, or other public facility impacts on neighboring properties;**
 - (2) The administrator may require an applicant to conduct a neighborhood meeting prior to a public hearing being scheduled if the administrator determines that:**

(a) One or more property owners directly abutting the subject property has requested, via standard mail or email, a neighborhood meeting; or

(b) Owners of 20 percent or more of the parcels within 500 feet of the subject property have requested, via standard mail or email, a neighborhood meeting;

(E) *Procedure.* If a neighborhood meeting is convened, it should generally comply with the following procedures:

- (1) *Time and place.* The neighborhood meeting should be held during the hours of 6:00 p.m. to 9:00 p.m., Monday through Friday, at a place that is generally accessible to occupants of property in close proximity to the land subject to the application. Meetings may be held at a time and day different from above at the neighborhood's request. Meetings shall be held at least eight calendar days prior to the scheduled public hearing. Failure to do so may result in delay or denial of the application.
- (2) *Notification.* The applicant shall provide notification of the neighborhood meeting a minimum of five business days in advance of the meeting by first class mail to: all owners and occupants within 500 feet of the land subject to the application; any neighborhood organization that represents citizens within that area; the planning staff; and the review board. The notification shall state the time and place of the meeting.
- (3) *Conduct of meetings.* At the neighborhood meeting, the applicant shall explain the development proposal and application; answer questions; and, address the ways in which to resolve the attendees' concerns. Within two days of the meeting, the applicant shall provide the city a list of those in attendance with a summary of the attendee's concerns.

(4) Attendance. It is strongly encouraged that the applicant, property owner or designated agent, owners and occupants within 500 feet of the land subject to the application, any neighborhood organization that represents citizens within that area, city staff, and any other persons that are directly affected by the proposal or their designated representatives, be in attendance at the neighborhood meeting.

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19-2.2.7. *Preparation of staff report.* After an application is determined sufficient, the administrator shall refer the application to the appropriate staff and any other review agencies for comment, review the application, and for applications requiring a public hearing, prepare a written staff report. The staff report shall be provided to the applicant and made available to the public within a reasonable amount of time before the scheduled public hearing on the application. The staff report shall include a staff analysis, staff comments, staff recommendation that the reviewing body approve (in whole or in part), approve with conditions, approve with modifications, or disapprove the application, any pertinent issues, comments or concerns raised at neighborhood meeting (if one is held), and any other items of similar context or pertinent for the approving body to take into consideration during deliberations. Conditions for approval may also be recommended to eliminate any areas of noncompliance or to mitigate any adverse effects of the development proposal.

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TABLE OF CHANGES

Existing Text

New Text