Neighborhood Meetings

Facts to Know

Commerce CITY PLANNING

INTRODUCTION:

The City of Commerce City promotes citizen participation in the development review process. The Community Development (CD) Department encourages neighborhood meetings between citizen groups, developers, and the public in general, especially when development may have significant impact on a surrounding area.

Neighborhood meetings may be held for: Annexations, Rezoning, Subdivisions, Planned Unit Developments (PUD), Development Plans, Uses-by-Permit, Conditional Use Permits, or Master Model reviews. These meetings are intended to provide an opportunity for the applicant to interact with the residents of the neighborhood and citizens of the community.

GENERAL NOTES:

- ❒ Neighborhood meetings are conducted to inform neighboring property owners about details of a proposed development or subdivision. The applicant is given the opportunity to explain how the proposed development is consistent with the Comprehensive Plan, and how it will meet the standards of the Commerce City Land Development Code and other city regulations. It is also an opportunity to receive from adjacent property owners and community residents their input about the applicant's proposed development early in the review process, so that revisions may be incorporated into the plan prior to the city's formalized review.

- ❒ Planning staff's role in the neighborhood meeting is to represent the CD Department. **Planning staff will not be responsible for conducting the meeting.** If necessary, staff will be available to answer questions regarding city policies, requirements, processes, etc. In order to avoid scheduling conflicts, please consult with the planning division prior to setting the meeting time. The applicant also must provide the city with a draft copy of the letter to be mailed to neighboring property owners.

- ❒ The planning division:
  - ➔ Will determine if a neighborhood meeting should be held; and
  - ➔ Shall have the sole discretion to expand or decrease the notification area based on the scope of the request.

- ❒ The applicant is responsible for:
  - ➔ Collecting ownership information from the Adams County Assessor's Office to prepare all public notifications for the neighborhood meeting;
  - ➔ Scheduling and choosing a meeting location that is near the development site. The city encourages conducting the meeting at a facility that is accessible to and usable by persons with disabilities, if they choose to attend;
  - ➔ Preparing the written notice and for the expense of mailing the notice; and
  - ➔ Coordinating allowable meeting dates with the city.

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SPECIFIC REQUIREMENTS:

- ❒ The meeting should be scheduled during a weekday evening to enable working residents to attend.
- ❒ Written notices shall be prepared and mailed at least 12 calendar days prior to the meeting day.
- ❒ At a minimum, the notice to the property owners shall identify the purpose, date, time, and location of the meeting.
- ❒ The applicant is required to provide the planning division with a notarized mail affidavit stating that the mail notice was completed, accompanied by a list of the parties notified.
- ❒ Typically, notice will be given to:
  - ➔ All property owners within a **500-foot radius** of the site, or that are located directly across a street, alley, public right-of-way, or waterway.
  - ➔ **For right-of-way or access easement vacation requests**, notice shall be given to all property owners that share a boundary with the site.
  - ➔ Nearby homeowners' associations (HOAs) also shall be notified.
- ❒ The applicant must provide reasonable advance notice to any qualified disabled individual who needs accommodation. City staff can assist in identifying available resources to assist persons with visual impairments, hearing impairments, or other disabilities so they are able to fully participate in the meeting.
- ❒ The applicant should be thoroughly prepared to answer the public's questions pertaining to the proposed development. At a minimum, preparation for the neighborhood meeting should include the following:
  - ➔ A graphic presentation depicting the layout and design of the proposed development;
  - ➔ A "development fact sheet" including the size of the proposed project, proposed land uses, number of dwelling units, density of the project, building heights, parking requirements, land dedication, open space acreage, public recreation opportunities or facilities, etc.; and
  - ➔ A letter of intent explaining how the proposed development will be compatible with surrounding land uses and steps the applicant will take to insure compatibility in the neighborhood and community.
- ❒ No later than 21 days before the first public hearing or prior to administrative action, the applicant may be required to provide to the planning division a **written summary** of the neighborhood meeting(s). At the time of the first public hearing to consider the application, the written summary will be included in a staff report that is provided to the decision-making body. Be sure to check with staff to determine if a written neighborhood meeting summary is necessary.
- ❒ At a minimum, the **written summary shall include** the following information:
  - ➔ Dates and locations of all meetings;
  - ➔ Content, dates mailed, and number of mailings, including letters, meeting notices, and any other written materials;
  - ➔ The number of people who participated in the meeting; and
  - ➔ A summary of the concerns, issues, and problems that were expressed during the meetings, including:

- The substance of concerns, issues, and problems;
- How the applicant has addressed, or intends to address, concerns and issues expressed at the meetings; and
- Concerns, issues, and problems the applicant is unwilling or unable to address, and why.

SAMPLE WRITTEN NOTICE

YOU ARE INVITED TO A NEIGHBORHOOD MEETING

TO DISCUSS: *(Development Plan, Annexation, Rezoning, Use-by-Permit, etc.)*
TIME: _____ P.M.
DATE: *(Day and Date)*
AT: *(Name of Location)*
(Address)
(Room Number)

TOPIC: ***(DESCRIBE PROPOSED DEVELOPMENT)***

The (NAME OF LOCATION OR PERSON) wishes to hold a neighborhood meeting to answer any questions or concerns that you may have about this proposed development. If you are interested in meeting with representatives, you are invited to attend the neighborhood meeting at the above date, time, and place.

HOSTED BY:	*(NAME)*
CONTACTS:	*(NAME OF CONTACT)*
	(TELEPHONE NUMBER)
CITY STAFF:	*(NAME OF PLANNER),* City Planner, City of Commerce City, 303.289.3683

Please contact one of the above individuals if you have any questions or need additional information.