

Neighborhood Meeting Procedure

1. **Time and Duration.** Neighborhood meetings should be held anytime between the hours of 5:30pm and 9:00pm weekdays and anytime between the hours of 9am and 9pm on weekends. Ideally, the meeting should not exceed two hours in length, unless held in an open house/drop-in format, in which case the applicant should make themselves and the relevant materials available for a minimum of two hours.
2. **Place.** The meeting should be held in a location of the applicant's choosing that is convenient and accessible to neighbors residing in close proximity to the land subject to the application.
3. **Meeting Agenda.** A sample meeting agenda follows this section. The applicant is responsible for modifying the template to reflect the specifics of the project, and to remove notes and bullet points intended to provide guidance to the applicant. Copies of the agenda should be made available at the meeting.
4. **Attendance.** The applicant should provide a sign-in sheet where attendees can provide their name and contact information. Administrative Manual Adopted: January 1, 2015 | Last Updated: October 27th, 2016 Page 10
5. **Facilitation.** The applicant will be responsible for facilitating the meeting and will not receive facilitation assistance from any Planning Department staff that may attend. The applicant is encouraged to establish "ground rules" to ensure a constructive discussion. A sample set of rules is provided on the agenda template which follows this section.
6. **Open House.** An applicant may elect to conduct the meeting in an open house/drop-in format, rather than make a formal presentation. If an open house is held, the applicant should be available to greet attendees, explain the process for commenting, provide adequate displays, visual aids and handouts to depict the proposal and provide key information, and be available to receive comments and answer questions for the full duration of the open house time.
7. **Submittal of Comments (optional).** The applicant may record comments and questions and may include a copy of any comments collected in the application submittal package for the proposal. The applicant may also want to respond to comments in the application, or outline how those comments affected the final submittal.

Neighborhood Meeting Templates

[insert date]

Dear Property Owner or Resident:

This letter is being sent to you to let you know about a development proposal, **[Insert Brief Project Name]**, and to invite you to a neighborhood information meeting where you can learn about the proposed project and ask questions of the applicant.

[Insert Brief Project Name] is an application for **[insert use, physical development, development option, or subdivision requested]** at **[insert property address and/or PIDN]**. The property is zoned **[insert zoning district]** and is **[insert acres]** acres in size. The property presently contains **[describe any existing development or indicate the site is undeveloped]**.

The proposed project would **[insert a description of the use, physical development, development option, or subdivision proposed. Suggested details include types of uses, sizes of buildings and approximate location on the property, number of lots created, etc]**.

We welcome and encourage your participation, as your input is an important part of the development review process. Please join us for a neighborhood meeting to discuss the proposal on **[insert date and time]**. The meeting will be held at **[insert meeting location]**. The meeting is an opportunity for you to provide input on the project and to have your questions answered directly by the applicant. Planning Department Staff may attend to provide advice about the applicable provisions of the Land Development Regulations, but staff will not facilitate or become involved in discussions about the advantages or disadvantages of the proposal.

If you are unable to attend the meeting, but would like to provide input or ask questions, please contact **[insert contact name]** at **[insert phone number]** or **[insert email address]**. We look forward to seeing you at the meeting.

Sincerely,

[insert name and title]

MEETING TIME AND LOCATION

[insert date]
[insert time]
[insert location]

PROPOSAL NAME AND LOCATION

[insert proposal name]
[insert proposal address]

ZONING INFORMATION

[insert property size]
[insert zoning]
[insert overlay]

PROPOSAL DESCRIPTION

[insert bullet points describing key parts of proposal such as use, building size or location, number of lots, etc]

HELPFUL RESOURCES

- Jackson/Teton County Comprehensive Plan [insert weblink]
- Jackson/Teton County Land Development Regulations [insert weblink]
- Jackson/Teton County Administrative Manual [insert weblink]
- Developer site or information [insert links to any relevant websites or other info]

Vicinity Map

[include a vicinity map depicting the location of the proposal relative to surrounding properties and roads, with any other pertinent information to help lay-people locate the proposal]

Location: [insert property location]
Legal
Description: [insert legal description]
PIDN: [insert PIDN]
Zoning: [insert zoning]
Overlay: [insert overlay, as applicable]

NOTICE OF NEIGHBORHOOD MEETING

DATE and TIME

Location of Meeting: insert meeting location

A neighborhood meeting will be held to inform interested parties about:

REQUEST: insert approval sought

PROPOSAL: brief description

For information regarding this meeting or the proposal, please contact:

Applicant Contact at Telephone

Posting Date: insert date posted

[Insert Project Name]
NEIGHBORHOOD INFORMATION MEETING
[Insert Meeting Date and Time]

AGENDA

1. Call to Order

2. Introduction

- Introduce the owner/developer/agent
- Review the agenda and meeting purpose
- Describe how the meeting fits into the overall application review process
- Establish “ground rules” for meeting conduct

3. Applicant’s Presentation

- Provide a brief (10-minute) presentation of the proposal
- A digital PowerPoint presentation, display boards, or other visual aids are encouraged to help neighbors envision the proposal
- Limit acronyms and development lingo
- Ask for feedback

4. Question and Answer

- Provide time for attendees to ask questions or express concerns
- This is a time for the applicant to listen and understand
- If a response is needed and cannot be provided on the spot, establish how you will follow-up with the attendee
- Capture attendee comments, questions and concerns in a manner in which the attendee can ensure the capturing does not contain inaccuracies—record the meeting, transcribe notes on a flip chart or projector, provide written comment sheets or other interactive activities

5. Wrap Up and Next Steps

- Explain how comments will be summarized and incorporated into the application
- Describe next steps and future opportunities for comments

6. Adjourn

**MEETING GROUND
RULES**

To ensure a constructive meeting, all participants agree to abide by the following:

1. Silence your phone or other electronic device.
2. One speaker at a time. Allow others to finish.
3. Signal the facilitator if you have a question, and wait to be acknowledged before speaking.
4. Respect diverse and differing opinions.
5. [Establish any procedures for follow-up or questions that cannot be answered]
6. [insert any other rules or conduct guidelines the applicant wishes to establish to ensure a fair and open meeting]