



Community Development Department Neighborhood Meeting Reference Guide

If you've been asked to conduct a neighborhood meeting for your project, use this guide as a reference for scheduling, noticing, and holding your meeting.

- Hold your meeting in a public meeting place (near your project location, if possible) such as a hotel, library, city recreation facility, Convention Center, etc.
- Contact your Project Planner to verify the date of your meeting before scheduling it.
- Call the Community Development Department and request mailing labels for your meeting notices. Allow 2-3 days for us to prepare them for you.
- Expect your meeting to last approximately 1 hour.
- Send your notices so that the residents receive them one week prior to your meeting.
- Postcards are an acceptable, cost-effective method for noticing your meetings, or you may send flyers in envelopes.
- Please include the following information in your meeting notices:
 - Meeting date, time, and location (address)
 - A map to the meeting location
 - The location of your proposed development
 - A brief description of the type of application (zone change, use permit, etc) and your proposed development (apartment complex, tavern, etc).
 - A contact name and phone number for residents to contact you with questions
 - Any other information you think the public will find useful
- Please make sure your Project Planner receives a meeting notice, as well.
- Have a sign-in sheet and an agenda for your meeting. Please give a copy of the sign-in sheet to your Project Planner.

During the meeting, have information available for the citizens to review. Depending on the type of development you are proposing, you may have presentation boards with site plans, architectural elevations, landscape plans, etc. You may make hand-outs available at your option.

Present your proposal to the citizens, including the scope of your proposal, any known timelines or schedules, and then answer their questions. Remember, the purpose of the meeting is to inform the residents of your proposal and also to determine their concerns and try to address and/or mitigate them in your proposal.

Your Project Planner will make every effort to attend, and will be there to answer any zoning or Development Code-related questions, but will not conduct your meeting. He or she will also briefly explain the development review and approval process at the beginning of the meeting.

You may use the sample agenda and meeting notice on the back of this sheet as a guide, as well.

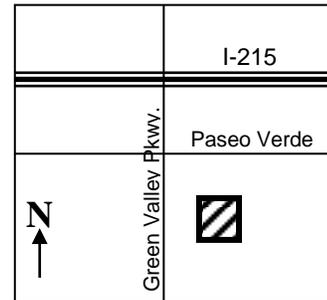
If you have any questions, please call and ask us! We are here to help you.

Sample Meeting Notice

Neighborhood Meeting Notice

Please join us for an informational meeting on our proposed Henderson Gardens condominium complex, located at the southwest corner of Volunteer Boulevard and Grand Cayman Drive. We are proposing 300 units on 25 acres, in both 2- and 3-story buildings. We are requesting a zone change from RS-6 (single family residential) to RH-20 (high-density residential).

Meeting Location: Paseo Verde Library
250 S. Green Valley Parkway
Meeting Date: Monday, April 18, 2005
Meeting Time: 6:00-7:00 PM



Paseo Verde Library

For more information, please call John Doe with Gardens Development at 555-1234.

Sample Agenda (not part of the meeting notice)

Henderson Gardens Neighborhood Meeting
July 13, 2005

AGENDA

1. Introductions
2. Project Description
3. Project Issues
4. Questions and Answers
5. Summary/Next Steps
6. Adjournment