

To: Land Use Applicants and Interested Parties

Subject: Neighborhood meeting process

Note: All land use applications except design review (DR) and record of survey (ROS) are subject to the neighborhood meeting requirements.

The applicant shall **hold one or more neighborhood meetings** for purpose of sharing information about the land use project. The meetings are intended as a forum for those affected or otherwise interested to discuss the application and express any concerns, issues or problems they may have with the proposal.

Each owner of property of record or purchaser of record, of any parcel which is located within 300 feet of the exterior boundary of the property that is subject to the application **shall be notified** by a letter sent regular first class U.S. mail or via personal delivery at least a week prior to the neighborhood meeting(s). The applicant shall also send the letter to the City of McCall Community Development Department.

The letter will describe the project and invite the affected parties to either attend the neighborhood meeting at a date and time certain or advise them where to send their comments.

The **neighborhood meetings** should be held at a time of day reasonable for those affected property owners to attend. If the meeting is held at a location that the audience may not be familiar, then the applicant should provide a map of the location and a number to call for directions.

Comments and concerns received via mail, fax or email shall be responded to timely. All correspondence received will be brought to the neighborhood meeting (if received prior to the meeting) and shared with those present to help facilitate the dialog.

At the meeting citizens will be asked to sign in and minutes will be taken. The applicant will **submit a neighborhood meeting report** with the formal land use application. *(Note: The neighborhood meeting and pre-application meeting, in any order, shall be completed prior to the submittal of the formal application.)*

The neighborhood meeting report will include:

- a summary of the concerns, issues and problems about the development that were expressed during the neighborhood meeting(s) to include
- how the owners intend to address these concerns, issues and problems expressed by neighbors or alternately, concerns, issues and problems that cannot or will not be addressed by the owners and the reasons why.

A second neighborhood meeting may be conducted following the same criteria as the first one if that action is warranted. The criteria for initiating a second meeting will be based on any of the following:

- Lack of information about the project remaining after the first meeting,
- Modification(s) made to the project based on citizen input that warrant another meeting for clarification purpose,
- Length of time between the meeting and application submittal.