

Neighborhood Workshop Requirements

Notice
<ul style="list-style-type: none"> • Notice must be provided by mail to all property owners located within 400 feet of the subject property and to all neighborhood associations registered with the city. <ul style="list-style-type: none"> ◦ A mailing label template will be provided. Click here to request mailing labels.
<ul style="list-style-type: none"> • Notices must be mailed at least 15 calendar days before the date of the workshop. A signed and notarized affidavit is required attesting to the date of the mailing and the number of notices sent.
<ul style="list-style-type: none"> • Notice signs must be posted at the subject property at least 15 calendar days before the date of the workshop. <ul style="list-style-type: none"> ◦ Must include description of the application, potential uses, date, time, and location of the workshop.

Workshop Requirements
<ul style="list-style-type: none"> • Must be held prior to submittal of application.
<ul style="list-style-type: none"> • Workshop should start between 6:00 pm and 8:00 pm on a weekday or between 9:00 am and 5:00 pm on a weekend.
<ul style="list-style-type: none"> • If held in person: the workshop must be held in a location generally near the subject property and must be held in a facility that is ADA compliant.
<ul style="list-style-type: none"> • If held virtually: the workshop must be held by both using an interactive online video conferencing software as well as providing attendees the ability to call that have no internet access. The applicant must provide virtual attendees the ability to receive all information that would be available in person.
<ul style="list-style-type: none"> • An additional workshop shall be held if the initial workshop has occurred more than three months prior to submittal of the application, or if subsequent to the initial workshop there has been in the subject development application a 20% or greater increase in proposed building area, an increased number of proposed floors, or the addition of or increase of intensity of a drive-through use.

Public Participation Report
<p>A public participation report must be provided and include the following information:</p> <ul style="list-style-type: none"> • A narrative description of the methods the applicant used to involve the public, which may include: <ul style="list-style-type: none"> ◦ Dates and locations of all meetings where the public or the parties listed above were invited to discuss the application, including the required workshop. ◦ The contents, dates mailed, and number of mailings, including letters, meeting notices, newsletters, and all other forms of notice used. ◦ A general description of where all parties listed above are located. ◦ The number of people who participated in the process.
<ul style="list-style-type: none"> • A summary of the substance of concerns and issues expressed during the process, and a description of how the applicant has addressed or intends to address the concerns and issues expressed or, in the alternative, why the expressed concerns and issues will not be addressed.