



Neighborhood Meeting Guidelines

Purpose of the Meeting

To give citizens and property owners an opportunity to learn about the proposals that affect them and to resolve concerns at an early stage of the application process (Citizen Review Process Section 154-016).

Applicability

All applicants shall hold a neighborhood meeting after submitting an application. The first date possible to hold the meeting is nineteen (19) days after the application deadline (Monday), and the last date to hold the meeting is twenty-nine (29) days after the application deadline (Thursday). Neighborhood meetings shall be required for the following development reviews:

- General Plan Amendments
- Rezones (map changes)
- Subdivisions (Preliminary and Final Plats)
- Variances
- Other applications deemed necessary by the Community Development Director

Notice of Meeting

Within seven (7) days of the application deadline, the applicant shall provide the Department of Community Development the date, time and location of the neighborhood meeting. The City of Yuma will provide the notice by posting the site and include meeting information in the 300 foot property owner letters that the City mails out. The notice shall include, at a minimum, the following per §154-011(B)(1)(a), and, §154-500(A)(3), of the Yuma City Zoning Code:

- The substance and location of the proposal.
- The purpose and intent of the proposal.
- Contact information for city staff and the applicant or their agent, which may include telephone numbers, mailing and email addresses.
- The meeting date and location of the neighborhood meeting.

Time and Location of the Meeting

The meeting shall begin no earlier than 6:00 p.m. and end no later than 8:00 p.m. on a weekday. The meeting shall begin no earlier than 10:00 a.m. and end no later than 7:00 p.m. on a weekend. The meeting shall not be scheduled on a holiday, a holiday weekend, or the day before a holiday or holiday weekend. A holiday is defined as a legal holiday recognized by the City of Yuma, Yuma County or the Federal Government of the United States.

The meeting shall be held at one of the following locations:

1. On the subject property; or
2. At the nearest available public meeting place including schools, libraries, community centers, places of worship, etc.; or
3. Other publicly accessible locations approved by the Community Development Director or designee.

If no attendees arrive within 30 minutes of the start time, or those in attendance have already provided their opinions/concerns, the meeting may be adjourned prior to the advertised ending time.

Meeting Agenda & Process

The applicant conducts the neighborhood meeting and prepares the meeting agenda. The agenda and process shall incorporate the following:

Neighborhood Meeting Agenda (Project Name and Case Number) (Meeting Location, Date and Time)

1. Introductions and Meeting Expectations

The Case Planner opens the meeting introducing self and the developer/agent, and outlines meeting agenda and expectations. Those in attendance are asked to sign the sign-in sheet. Expectations of the meeting are:

- *The Applicant makes a presentation describing the proposed project.*
- *Neighbors ask questions, express concerns, make suggestions.*
- *The Applicant tries to resolve issues at the meeting or through a revised site design.*
- *Unresolved issues/concerns will be identified in the staff report to the Planning & Zoning Commission.*
- *Resolution of significant issues may not be possible.*

2. Presentation by Applicant

The Applicant presents details about what is being proposed.

- *Maps, drawings and plans are helpful and should be used.*
- *City staff will provide an aerial of the site.*
- *Neighbor's questions should be held until the end of the applicant's presentation.*

3. Questions and Discussion with Neighbors

Neighbors are invited to ask questions and discuss the proposed project. This can be in a "listening post" format or "formal audience/presenter" format – it is the Applicant's choice. In discussion with Neighbors, ask the following:

- *What concerns does the neighbor have about the project?*
- *Why is that a concern?*
- *What alternatives can be proposed to resolve the concern?*

The case planner makes note of concerns, discussion and significant issues. The Applicant responds to questions and input.

If possible, resolution to specific issues should be worked out at this meeting.

4. Concluding Comments

Thank everyone for attending the neighborhood meeting and remind them:

- 1. that written comments may be submitted to staff;*
- 2. to sign in on the sign-up sheet, and,*
- 3. the date, time and place of the P&Z meeting and that verbal comments on the project are accepted at that time.*

5. Meeting Adjourns

Additional Meetings

The Community Development Director may require that additional neighborhood meetings be held if during the process, the project or design is substantially modified from what was presented at the neighborhood meeting.