



# **NEIGHBORHOOD MEETING**

**Community Development Department  
8101 Ralston Road  
Arvada, Colorado 80002**

August, 2005

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## NEIGHBORHOOD MEETINGS

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The City of Arvada promotes citizen participation in the development review process. The Community Development Department encourages neighborhood meetings between citizen groups, developers and the public in general.

Neighborhood meetings are required for annexations, rezoning, preliminary subdivision, planned unit development (PUD) preliminary development plans, height exceptions and conditional use permits. Neighborhood meetings may also be required for other types of developments that may have significant impact on a surrounding area. The Community Development Director will determine if a neighborhood meeting must be held.

Neighborhood meetings are held to inform neighboring property owners of the details of a proposed development or subdivision. The applicant is given the opportunity to explain how the proposed development is consistent with the Comprehensive Plan and how it will meet the standards of the Land Development Code, and City regulations. It is also an opportunity to receive input from the adjacent property owners and residents of the community about the applicant's proposed development at an early time in the review process so that revisions may be incorporated into the plan prior to a review by the City.

These meetings are intended to provide an opportunity for the applicant to interact with the residents of the neighborhood and citizens of the community. It also provides an opportunity for the applicant to receive feedback from the neighborhood(s) on the proposed development plan outside of the formal public hearing process.

Typically, notice shall be given to all property owners within a 400' radius of the site, or that are located directly across a street, alley, public right of way or water way. For right-of-way or access easement vacation requests, notice shall be given to all property owners that share a boundary with the site. Nearby Home Owners Associations shall also be notified. Because each proposed development and the existing, surrounding neighborhoods are different, it is appropriate to discuss with the Community Development Department as to whether to expand or reduce the notification area based on the complexity of the project, the potential impacts or other issues.

The applicant is responsible for collecting ownership information from the applicable County Assessor's Office, for all public notifications, for organizing and for conducting the neighborhood Meeting. The applicant shall be responsible for scheduling and choosing a meeting location that is near the development site. A City policy further encourages that the meeting be held at a facility that is accessible to and usable by persons with disabilities if they choose to attend.

The meeting should be scheduled during a weekday evening to enable working residents to attend. Written notices shall be prepared and mailed at least twelve (12) calendar days prior to the meeting day. The notice to the property owners, at a minimum, shall identify the proposed, date, time and location of the meeting. The

applicant is also required to provide reasonable advance notice to any qualified individual with a disability needing an accommodation. City staff can assist in identifying available resources to assist persons with visual impairments, hearing impairments, or other disabilities to fully participate in the meeting.

The applicant is required to provide the Community Development Department with a notarized mailing affidavit stating that the mailing notice has been completed and a list of the parties notified. Current property ownership information may be obtained from the appropriate County Assessor's office(s). The applicant shall hold the meeting at a minimum of twenty-one (21) days prior to the 1<sup>st</sup> Planning Commission hearing, if applicable.

The role of the planning staff in the neighborhood meeting is to represent the Community Development Department. The planning staff will not be responsible for conducting the meeting. Staff will be available to answer questions if necessary regarding City policies, requirements, processes, etc. Please consult with the Community Development Department prior to setting the meeting time and avoid scheduling conflicts. The applicant shall also provide a draft copy of the letter to be mailed.

The applicant is encouraged to be thoroughly prepared to answer a variety of questions from the public pertaining to the proposed development. Preparation of the neighborhood meeting should include, at a minimum, the following:

- A graphic presentation depicting the layout and design of the proposed development.
- A "development fact sheet" including the size of the proposed project, proposed land uses, number of dwelling units, density of the project, building heights, parking requirements, land dedication, open space acreage, public recreation opportunities or facilities, etc.
- A letter of intent explaining how the proposed development will be compatible with surrounds land uses and what steps the applicant has to take to insure compatibility in the neighborhood and community.

The applicant will be required to prepare a written summary of the neighborhood meeting(s) to be submitted to the Community Development Director no later than 14 days before the 1<sup>st</sup> Planning Commission hearing or administrative action. The written summary shall be included in the staff report that is provided to the decision-making body at the time of the first public hearing to consider the application. At a minimum, the written summary shall include the following information:

1. Dates and locations of all meetings;
2. Content, dates mailed, and number of mailings, including letters, meeting notices and any other written materials;
3. The number of people that participated in the meeting; and
4. A summary of the concerns, issues and problems expressed during the meetings, including:

- a. The substance of concerns, issues and problems;
- b. How the applicant has addressed or intends to address concerns and issues expressed at the meetings; and
- c. Concerns, issues and problems the applicant is unwilling or unable to address and why.

Note: A listing of the applicable sections of the Land Development Code is provided for your review, please refer to these sections for more details. *Section 3.1.6 Neighborhood Meetings and Section 3.3 General Notice & Public Hearing Requirements.*

## **NOTIFICATION OF ADJACENT PROPERTY OWNERS FOR NEIGHBORHOOD MEETING**

When applying for an annexation, rezoning, outline development plan, preliminary development plan, preliminary plat, right of way or access vacation, height exception or conditional use approval, it is required by Section 3.3.2 of the Land Development Code that written notice be mailed to all owners of property that shares a boundary with or is located across a street, alley or public right-of-way from the property on which the request is being made.

The names and addresses of owners in fee of property that is within 400 feet of the boundary of the property that is the subject of the application, except as otherwise provided, must be obtained from the applicable County Assessor's Office (Adams or Jefferson). When an adjacent property is owned by a subdivision of condominium association, notification shall be to the board of directors of such association and in addition, to the owners of all units immediately adjacent to the subject property. Written notice shall also be mailed to any Homeowners Association and other Neighborhood Associations with a known interest in the subject area, or to others who have filed a timely request to receive written notice. The Community Development Director shall have the sole discretion to expand or decrease the notification area based on the scope of the request.

The applicant will be responsible for preparing the written notice, and for the expense of mailing the notice. All written notice shall be mailed at least twelve (12) days prior to the public hearing on the request.

A sample written notice is attached.

**YOU ARE INVITED TO A  
NEIGHBORHOOD  
MEETING**

**TO DISCUSS** *(DEVELOPMENT  
PLAN, i.e., Annexation, Rezoning,  
Site Plan etc.)*

*(TIME) P.M., (DAY & DATE)*  
at *(NAME OF LOCATION)*  
*(ADDRESS)*



TOPIC:

***(DESCRIBE PROPOSED DEVELOPMENT)***

The ***(NAME OF LOCATION OR PERSON)*** wishes to hold a neighborhood meeting to answer any questions or concerns that you may have about this proposed development. If you are interested in meeting with representatives, you are invited to attend the neighborhood meeting at the above date, time and place. If you have any questions, please call either phone number listed below.

SPONSORED BY: ***(NAME)***

CONTACTS: ***(NAME OF CONTACT)***  
***(TELEPHONE #)***

CITY STAFF: ***(NAME OF PLANNER)***, SENIOR PLANNER, CITY OF  
ARVADA  
720-898-7435

**PLEASE, CONTACT ONE OF THE ABOVE INDIVIDUALS IF YOU HAVE ANY  
QUESTIONS OR NEED ADDITIONAL INFORMATION.**

**AFFIDAVIT OF MAILING**

I, \_\_\_\_\_, certify that letters of notification were mailed in accordance with Section 3.3 of the Arvada Land Development Code for the public hearing/neighborhood meeting to be held on \_\_\_\_\_. A copy of the letter and list of recipients is attached and made a part of this Affidavit.

Said mailing was made on \_\_\_\_\_.

\_\_\_\_\_  
Signature

STATE OF COLORADO     )  
  ) ss  
COUNTY OF \_\_\_\_\_)

The above and foregoing Affidavit as subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_ personally by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_