

Example of Neighborhood Meeting best practices (from the city of Boise)

Applicants:

- A Pre-Application Meeting must be held with the applicant, city planners, and reviewing agencies prior to noticing and holding a neighborhood meeting.
- Applicant must hold a neighborhood meeting to allow the public to review the proposed project.
- Meeting must be held no more than six months or less than 12 days prior to submitting the application.
- Meeting must be held *within two miles* of the project site.
- Meeting must be held Monday through Thursday (excluding holidays), and start between 6:00 p.m. and 8:00 p.m.
- A notice must be sent or delivered to occupants and property owners within 300 feet, at a minimum, and to the registered neighborhood association.
 - The Neighborhood Meeting Notice Template Letter should be used.
 - Mailed notices must be postmarked at least ten (10) days prior to the meeting.
 - Hand-deliveries are only allowed for various applications and must occur at least ten (10) days prior to the meeting.
 - Submit sign in sheets from the neighborhood meeting.
- Submit a copy of the notice letter, the list of who the letter was sent to, and the sign in sheet from the neighborhood meeting with your application submittal documents.

Best Practices

- Schedule a meeting with neighbors when the plan/design is still flexible.
- Connect with the neighborhood association to determine a convenient date and time for the neighborhood meeting.
- Choose a location that is at or near the project site. If you hold the meeting at the project site, make sure to include the location on the notice letter and provide a comfortable meeting space (i.e., seating options, tables, microphone, etc.). If you choose an alternate location, make sure it is within two miles of the site, in an appropriate location, and ADA compliant; for example, if it is too warm or too cold outside, meet indoors (i.e., a nearby library, meeting hall or community room).
- At the meeting:
 - Arrive 10-15 minutes early and if no one shows up, wait 30 minutes past the scheduled time before leaving.
 - Have a sign in sheet at the entrance, along with comment cards.
 - Introduce yourself to the neighborhood association contact and all attendees.
 - Reiterate the purpose of the meeting: to inform residents about the proposed project and gather their input before submitting a formal application to the city.

- Prepare a short (10-15 minutes) presentation about the proposed project, project design and a timeline of upcoming public meetings or hearings with stakeholders (i.e. ACHD)
 - If available, share maps and any graphics that show the proposed project's location and preliminary design. Bring handouts for attendees to take home.
 - Bring copies of your pre-application meeting forms in case attendees have questions about what has been shared with city planners.
 - Have extra business cards on hand and encourage attendees to contact you if they have additional questions.
- After the meeting, circle back with the neighborhood association and all attendees on any changes that you made to the project plan and application based on the input received. Inform them of next steps and encourage them to stay involved.