DEVELOPMENT AND INFRASTRUCTURE STANDARD OPERATING POLICY AND PROCEDURES

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SUBJECT **Public Participation and Notification Policy**	**DIS Planning**	**1 of 2**
	ISSUE DATE: 08/04/2015	

I. PURPOSE:

The intent of this Standard Operating Procedure (SOP) is to provide information relative to the generalized content and structure of neighborhood meetings. The Zoning Code provides for Public Participation Plans and enables the Planning and Zoning Administrator to approve customized methods for neighborhood meeting structure and content. The purpose of this SOP is to ensure a level of consistency in the execution of neighborhood meetings and to also establish consistency with regard to the expectations of the public concerning neighborhood meetings.

It should be noted that the SOP is intended to be a guide and not a set of rigid requirements based on the fact that neighborhood meetings are often tailored to respond to the unique aspects of a particular case. The Planning and Zoning Administrator may implement changes to the content and structure of neighborhood meetings based on circumstances and issues particular to an application.

II. REFERENCES

OVZCR 22.15 Public Participation

III. PROCEDURES:

1. OVZCR 22.15 requires a minimum of two neighborhood meetings for most development applications. The Zoning Code also provides exemptions from the neighborhood meeting requirements under certain limited conditions.

2. The following outlines the typical sequence of neighborhood meetings:

   a. <u>First Meeting:</u>

      1) Staff welcomes group and outlines the intent and purpose of the meeting, including ground rules and flow of the meeting.
      2) Staff provides an overview of the property including location, zoning, general plan and application process details.
      3) Staff will provide an overview of relevant policies and evaluation criteria.

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4) Staff provides baseline information with regard to traffic, drainage, water, schools and other relevant topics.
5) The applicant provides a detailed overview of the development proposal and addresses conformance with the policies and criteria.
6) Questions and comments from the audience are taken in roundtable format. Comments are recorded and reflected in the meeting summary notes.
7) Staff concludes the meeting by summarizing the main issues raised, which will be the focus of the second meeting, if applicable.

b. Second Meeting:

1) Staff welcomes the group and outlines the intent and purpose of the meeting, including ground rules and flow of the meeting.
2) Staff provides a brief overview regarding the process and a summary of the topics raised at the first meeting and any relevant Town information, which will be the focus of this meeting.
3) The applicant provides a detailed response to the main topics raised, including any proposed modification of the application to address resident concerns.
4) Questions and comments from the audience are taken, with the goal of achieving consensus between the applicant and the residents.
5) Staff concludes the meeting by summarizing any agreements reached and outlining any remaining issues. Staff indicates whether there will be any further meetings based on the outcome of the second meeting.

c. Third and Subsequent Meetings: If applicable, these meetings may occur after the required ones and may utilize any format designed to result in providing focused information to residents, with the goal of achieving consensus. These formats may include:

1) Traditional formats outlined above.
2) Open house style meetings with stations focused on specific topical areas such as traffic, drainage and land use.
3) Staff facilitated meetings using focused conversation, consensus workshop or other facilitated method to achieve consensus.
4) Small group meetings between the applicant and neighborhoods and/or specific residents with the goal of addressing concerns and achieving consensus. These meetings may or may not be arranged or attended by staff or other Town officials.
5) On-site meetings to view story poles or other site attributes.

AUTHORIZED

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