

An aerial photograph of a suburban neighborhood. The image shows several houses with different roof colors (brown, blue, grey), green lawns, and mature trees. A paved road runs through the center, with cars parked along the sides. The overall scene is a typical residential area.

# Examining the Neighborhood Meeting Process



# Goals of a neighborhood meeting

- Make neighboring properties aware of a potential development in their area,
- Provide a forum for citizens to learn about the potential development early in the process, and
- Allow an opportunity for citizens to suggest small-scale changes that could make the development more palatable for the neighborhood.





# Stress the timing in the planning process

The meeting is one of the *first* steps in the process.

The plan at this point is conceptual. Further review by staff is required, to ensure that it is meeting the goals and requirements of the city.

There will be several opportunities for public comment once the plan is further developed.

The meeting is a requirement, and staff has not yet made a determination on whether the plan will be supported.

# Proposed Changes

Change the [meeting format](#) to encourage productive dialogue and to provide more one-on-one conversation between the developer and citizens



Change the [mailing](#) to be less technical and more narrative and to provide more helpful information prior to the meeting



# Open House Format

Smaller tables staffed with the development team

Clarify to developers the expectation to provide *multiple* staff members to run tables/stations

One station for city staff, for zoning and process questions

Developer can choose to do a quick presentation, but should take questions at stations

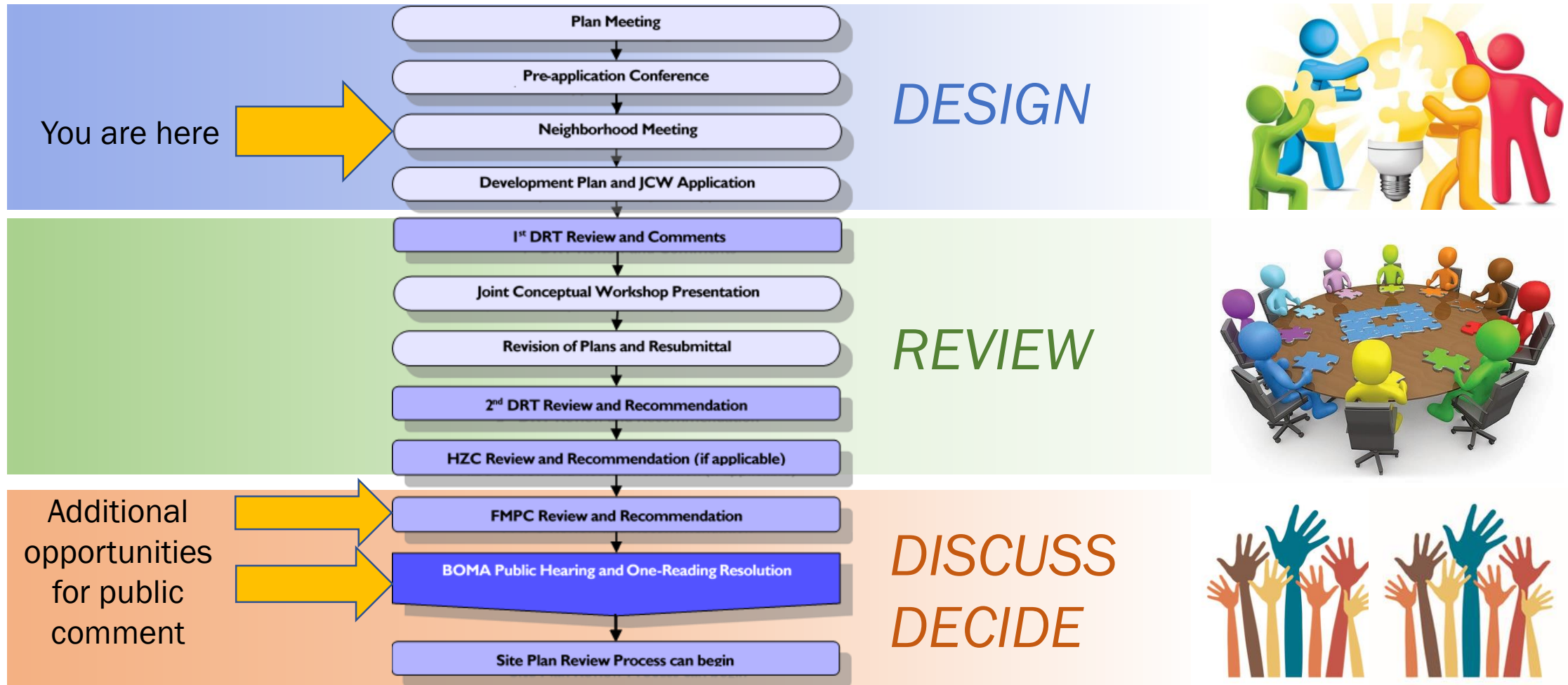
Developers can choose to use a third party presenter or facilitator that can more effectively guide a potentially contentious meeting





# Highlight Process

## PUD Process



# Mailed notification

Send a mailing that describes the project in laymen's terms

Explain where the development is in the process

Explain the neighborhood open house meeting format

Include a one-page sketch of the proposal

## Example Notification Letter

August 8, 2012

### PUBLIC NOTICE

This letter is written to provide public notice for a Neighborhood Meeting regarding a proposed Development Plan for the property located at 123 Anystreet, Franklin, TN. The meeting will be held on August 20, 2012 at 6 p.m. in the City Hall Board Room. Please see the information below for more details.

### Applicant:

Jane and Joe Citizen, 123 Anystreet, Franklin, Tennessee, 37064, (615) 123-4567, [janeandjoe@someplace.com](mailto:janeandjoe@someplace.com)

### Application Type:

PUD Development Plan to be submitted to the City of Franklin on September 10, 2012 for the October 25, 2012 Franklin Municipal Planning Commission meeting.

### Date, Time, and Place of Public Meeting:

August 20, 2012 at 6 p.m. in the City Hall Board Room, 109 3<sup>rd</sup> Avenue South, Franklin, Tennessee, 37064.

### Subject Property:

123 Anystreet, Franklin, Tennessee, 37064 in the Whispering Willows Subdivision

### Nature and Scope of the Application Request:

This submittal is a PUD Development Plan, which proposes 123 attached dwelling units (or a 123,000 square foot church, 234,000 square feet of retail, etc). More details can be given here...

### Where to View the Proposed Plan:

The public may contact the applicant to view the plan prior to the Neighborhood Meeting.

### Where the Public Can Be Heard:

The applicant will provide a brief presentation of the proposed Development Plan at the Neighborhood Meeting. The public will be given the opportunity to ask questions and provide feedback following the presentation. There will also be an opportunity for public comment at the scheduled Franklin Municipal Planning Commission meeting.

## NEIGHBORHOOD MEETING NOTICE

Meeting Date: 05/08/2018 Time: 6:00-7:00 pm

Location: City Hall, 109 3<sup>rd</sup> Avenue South

You are receiving this letter to provide public notice for an upcoming Neighborhood Meeting regarding a proposed development for the property located at [street address], Franklin, TN. The meeting will be held on [date] at [time] in [meeting location]. Please see the information below for more details.

### **Project Description:**

[provide a brief narrative of the project, including the number of dwelling units, non-residential square footage, proposed uses, overall acreage of the site]

### **Why are you receiving this letter?**

The proposed project is within 500' of your property.

### **What is the purpose of the meeting?**

The purpose of the meeting is to make citizens aware of a potential new project(development?) within their immediate vicinity, and to allow them the opportunity early in the review process to engage with the applicant. The meeting is meant to be informative, and allow citizens an opportunity to ask questions directly to the developers about the project. If the project continues with a formal application to the city, it will go through a Public Hearing process, but the Public Hearing process does not involve a question and answer session.

### **Will the project be voted on at this meeting?**

No, not at this meeting. The neighborhood meeting is for informational purposes only. The project, should the applicant continue with a formal application, will be reviewed by both the Franklin Municipal Planning Commission (FMPC) and the Board of Mayor and Aldermen (BOMA). Both the FMPC and BOMA meetings will be publicly noticed and will include time for citizens to speak to the project at formal Public Hearing sessions.

### **Can you see the proposed plans prior to the meeting?**

Absolutely! They are provided on the back of this sheet. Also, you may contact the applicant to view the plan prior to the Neighborhood Meeting. The applicant's contact information is:

[applicant name, applicant company]

Email:

Phone:

### **What should I expect at the neighborhood meeting?**

The developer may provide a short presentation at the beginning, but the format is open-house style. This allows you to drop in anytime that is convenient during the timeframe of the meeting. There will be several tables set up and staffed by the development team, which allows you to review the plan and speak one-on-one with the development team. Feel free to ask as many questions as you can think of! Also, there will be a table staffed by a city employee, should you have questions about the process or questions related to zoning.



# Other improvements

Formal pamphlet, outlines the life cycle of a development from early discussions with staff, all the way through building permit—high level, point out public engagement opportunities

Include the neighborhood meeting public notice letter and plan on the public calendar, for all to view

Include the developer's report of neighborhood meeting comments with the package presented at the FMPC and BOMA meetings/workshops