

An aerial photograph of a suburban neighborhood. The image shows several houses with different roof colors (brown, blue, grey), green lawns, and trees. Some trees have yellow and orange autumn foliage. A dark grey rectangular box is centered over the image, containing white text. The text is arranged in two lines: 'Examining the' on the top line and 'Neighborhood Meeting Process' on the bottom line. The font is a serif typeface.

# Examining the Neighborhood Meeting Process



What is the value of a neighborhood meeting?

What is the goal of a neighborhood meeting?





Early in the process: allows for feedback, not final stance

Target Audience is citizens and neighbors:  
allows an environment to learn about the  
project, ask questions

*Remember, it's too late for questions at a Public Hearing*



## Proposed Format

**15 minutes:** Informal question/answer time with applicant

*Allows opportunity for drop-ins, close up examination of the plan*

**15 minutes:** Formal presentation by applicant

*Allows everyone to hear the same information from the applicant*

**30 minutes:** Formal question and answer

*Allows everyone to hear the same answer from applicant, reduces duplication of questions*

*After 1 hour, staff will end the meeting*



## Details

- *Have people line up for formal Q/A*
- *Have a presentation checklist/template*
  - *Point out where this neighborhood meeting is in the process*
- *Staff/Applicant read a civility code statement*



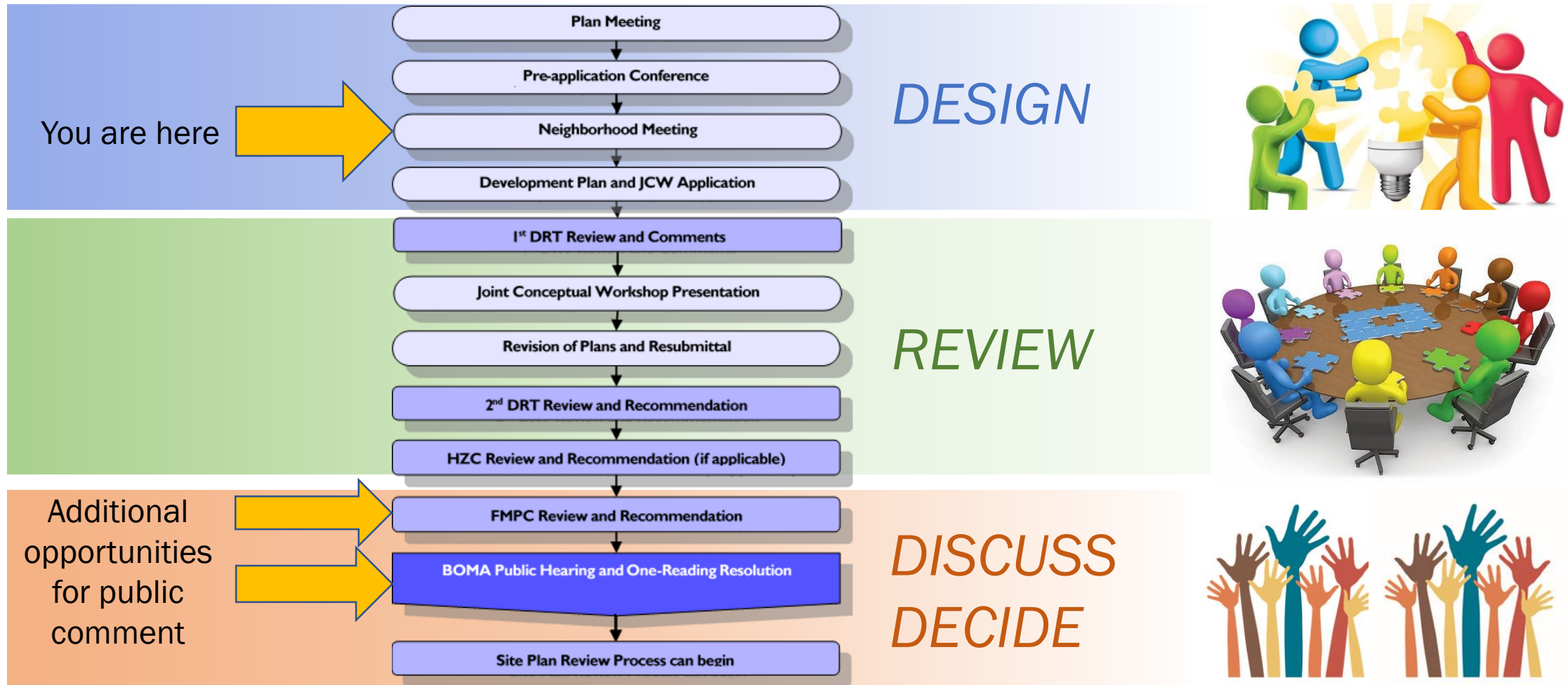
# Thoughts?

15 minutes:	Informal question/answer time with applicant
15 minutes:	Formal presentation by applicant
30 minutes:	Formal question and answer



# Highlight Process

## PUD Process





## **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 opps

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

Include developer report on Neighborhood meeting with the package presented at FMPC and BOMA