



Development Services
Planning

Neighborhood Meeting Process for Planning and Zoning Applicants

Setting up a neighborhood meeting

1. A neighborhood meeting is required unless advised otherwise by a planner. Two neighborhood meetings are required for applications proposing a mid-rise development. Neighborhood meetings need to take place during the application review period before the zoning case goes before the Planning and Zoning Commission and the City Council. All neighborhood meetings must be documented with meeting minutes, an attendance sign-in sheet or list of registered participants if meeting is held virtually, and a mailing list used to send notices. Neighborhood meetings may be held in person, virtually through video conferencing software, or both. If the neighborhood meeting will be held in person. The applicant is responsible for securing a location in the same general area as the site of the application.

Example Locations for in-person meetings:

- At a property within the city limits that has been approved for occupancy including the subject property if applicable
- Privately-owned establishments, schools, or churches with a meeting room, conference room, or assembly area.
- A City of Chandler facility such as a recreation center, library, or community center or police station. Link to City of Chandler Facilities list <https://www.chandleraz.gov/sites/default/files/documents/imported/TDChandlerFacilities.pdf>
- The applicant is responsible for any associated fees for reserving meeting space.

Virtual neighborhood meetings:

- A video conferencing app (i.e., Zoom, Webex, Skype, etc.) should be utilized that allows the applicant to require participants to register prior to joining the meeting. This is necessary in order to provide the City with a list of participants in the neighborhood meeting summary.

Meeting times:

- A neighborhood meeting may occur Monday through Thursday
- Exclude holidays
- Typically held between 6:00 PM and 7:00 PM

Neighborhood meeting letter and mailing list

2. Use the Neighborhood Meeting Letter Template at: <https://www.chandleraz.gov/sites/default/files/documents/imported/TDNeighborhoodMeetingLetterTemplate.pdf> to draft a letter and send to the assigned planner for review. In addition to providing the required information that is identified in the letter template, if the meeting will be held virtually, the letter should also identify how to register in order to participate in the

neighborhood meeting. It is recommended that participants be required to register so that a list of participants can be provided in the neighborhood meeting summary. If the neighborhood meeting will be held in person, a sign-up sheet should be provided at the meeting.

3. Generate a mailing list for all property owners within 600-feet of the subject property. The mailing list radius expands to ¼ mile for mid-rise and/or area plan applications. Click on the following link for instructions on how to generate a mailing list:
<https://www.chandleraz.gov/sites/default/files/UDMDevServ/Generating-Mailing-Labels.pdf>
4. Get list of Home Owner Associations/Registered Neighborhood Organization contacts from the assigned Planner to add to the mailing list.
5. Add to the mailing list the following address so that a copy of the final letter may be included in the city's file:
Attn: Name of Planner
Mail Stop 105
PO Box 4008
Chandler, AZ 85244-4008
6. Send the draft letter and mailing list to the planner for review. After the planner approves the content of the letter and the confirms the mailing list is complete, mail the letter at least 15-days prior to and not including the meeting date.

Sign posting

7. Use the neighborhood meeting sign template from
<https://www.chandleraz.gov/sites/default/files/documents/imported/PublicHearingSignDetail.pdf> to prepare a draft. Send the draft to the planner for review.
8. After the planner approves the content of the sign, post the neighborhood meeting sign at least 15-days prior to and not including the meeting date. Send photo of posted sign and affidavit of sign posting to the planner after posting.

Interactive Planning Map and NextDoor

9. The planner will work coordinate with other City staff to upload a copy of the letter and attached exhibits to the interactive planning map (chandleraz.gov/planningmap) and to post a notice of the neighborhood meeting in the NextDoor app at least 15-days prior to the meeting date.

After the neighborhood meeting

10. Within one week following the neighborhood meeting, provide the following to the planner:
 - a. Neighborhood summary identifying the participants (copy of sign-in sheet and/or list of registered participants), questions asked, responses provided, and other concerns or comments made.
11. If there are significant issues or concerns voiced during the meeting that should be addressed, the applicant will be asked to host a 2nd neighborhood meeting to share revised exhibits that address their concerns.