

NEIGHBORHOOD MEETING BEST PRACTICES

PROPOSED DEVELOPMENTS

To get more information about the process,
reach out to any of the following:

- Your neighborhood association president
- The project representative
- Planning and Development Services
(208) 608-7100 or cityofboise.org/pds



CITYOFBOISE.ORG



NEIGHBORHOOD MEETING BEST PRACTICES : APPLICANTS



Now that you have completed Concept Review with City of Boise, you are required to hold a neighborhood meeting prior to being scheduled for Interdepartmental Review. The Boise City Code sets a baseline standard for neighborhood meetings. However, successful meetings go beyond the requirements and implement the best practices outlined below.

REQUIRED BY BOISE CITY CODE

- Applicant must hold a meeting to allow the public to view the proposed project and provide feedback
 - Meeting must be held no more than four months prior to the submission of a request for Interdepartmental Review
 - Meeting must be held near the project site in a finished, climate-controlled structure accessible to persons experiencing mobility and/or vision impairments
 - Meeting must be held Monday through Thursday (excluding holidays), and start between 6:00 p.m. and 8:00 p.m.
 - A meeting invitation must be sent or delivered to residents of the project site, occupants, and property owners within 300 feet, and to the registered neighborhood association. For Comprehensive Plan Amendments, rezones, subdivisions greater than five acres, a Conditional Use Permits or development in a PUD zoning district involving greater than one acre or on a gateway street, the notification radius shall be 500 feet.
 - Mailed notices must be postmarked at least ten days prior to the meeting
 - Invitations must include meeting specifics, a description of the project, a general site plan of the proposed development, and contact information of the applicant including email and telephone number.
 - At the meeting, applicant must provide a site plan that includes: height and general location of structures, proposed vehicle parking and service areas, and proposed points of pedestrian, bicycle, and vehicle access.
- Choose a location as close to the project site as possible. If you hold the meeting at the project site, make sure to include the location on the invitation and provide a comfortable meeting space (i.e. seating options, tables, microphone, etc.). If you choose an alternate location, make sure it is appropriate and ADA compliant.
 - Arrange for a hybrid meeting option to accommodate both in-person and virtual attendance. Make sure all information can be shared to all attendees.
 - 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 (5-10 minute) presentation about the proposed project and any details on how it fits into the City of Boise Comprehensive Plan and the zoning code in the area. Share the project design and a timeline of upcoming public meetings or hearings with all 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 Concept Review Summary in case attendees have questions about what has been shared with the city planners. Include a link to the City's Development Tracker so attendees can access project details.
 - Provide as much contact information as possible (e.g., individual contacts for team members who may be able to answer questions about specific topics, such as design).
 - 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.

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

**Not required by city code but recommended.*



As the designated neighborhood lead, you have the opportunity to help articulate your neighborhood's priorities and vision for the future when new projects are proposed. You are the main contact for the City of Boise, which means that you will receive notifications for any proposed projects that fall within your neighborhood boundaries. Below are some best practices for encouraging your fellow neighbors to get involved.

BEST PRACTICES

- Learn about the resources and processes the City of Boise uses when reviewing proposed developments in the city and your neighborhood (SEE: CITY PLANNING HANDBOOK) and serve as the resource for your neighborhood association members.
- For large-scale or complex projects, consider creating sub-committees to serve as leads for the various components of the proposed development.
- Before the meeting:
 - Once you receive a notification about a proposed project in your area, update your neighborhood association with the information. Include the date, time and location of the neighborhood meeting with the project representative.
 - If you hold a monthly meeting, make sure the agenda includes information about the proposed development and subsequent neighborhood meeting with the project representative.
- Remind neighbors of the resources and processes the City of Boise uses when reviewing proposed developments, so they arrive at the meeting prepared to have an informed conversation with the project representative.
 - Share information from the neighborhood meeting (date, time, location) with the project representative on your neighborhood association's social media channels.

- Share the neighborhood meeting summary template that the City provides to project representatives so neighbors have a framework for organizing input.
- At the meeting:
 - Introduce yourself to the project representative and give them your contact information. Let them know that you will be the main point of contact from the neighborhood association.
 - Ask the project representative the best way for you to stay engaged in the proposed project. Can you call them directly? Is email a better mode of communication?
- After the meeting:
 - **FOLLOW-UP!** After the neighborhood meeting, the project representative may update their proposed plan, then submit a formal application to the City of Boise.
 - Once a project has completed Concept Review it will be published on the Community Development Tracker and updated as it moves through the application process ([PERMITS.CITYOFBOISE.ORG](https://permits.cityofboise.org)). You can view project documents, get status updates, and submit feedback directly through the Tracker's interactive map.
 - Identify if other partner agencies will also be involved. Some examples include:
 - If the proposed development includes updates to the streets in your neighborhood (i.e. a new sidewalk, curb or gutter) contact ACHD ([ACHDIDAHO.ORG](https://achdidaho.org)) to learn about upcoming public hearings or public comment opportunities.
 - If the proposed development includes updates to the transit system, contact Valley Regional Transit ([VALLEYREGIONALTRANSIT.ORG](https://valleyregionaltransit.org)) to learn about upcoming public hearings or public comment opportunities.

NEIGHBORHOOD MEETING BEST PRACTICES : NEIGHBORS

As a community member, you are encouraged to stay informed and provide input on proposed developments in your neighborhood. The City of Boise requires applicants to hold a neighborhood meeting before formally submitting an application for most projects subject to a public hearing.

Below are some quick facts on what a neighborhood meeting is, what to expect and how to stay involved.

WHAT IS THE PURPOSE OF A NEIGHBORHOOD MEETING?

A neighborhood meeting is required by Boise City Code (see reverse side for full details). The purpose of the meeting is for the neighbors to meet the project representative and learn about the proposed project. Neighbors can use this time to ask questions and provide feedback.

By communicating with the project representative early in the process, community input can help shape the final project design that contributes to a cohesive, vibrant neighborhood.

HOW LONG IS A NEIGHBORHOOD MEETING?

Meetings typically run for 30 minutes to an hour. However, for large-scale or complex proposed developments, 1-2 hours may not be enough time. In this case, the project representative may choose to schedule a longer meeting or follow-up meeting.

Be sure to check the invitation for the exact duration and frequency of meetings.

WHAT HAPPENS AFTER THE NEIGHBORHOOD MEETING?

After the neighborhood meeting, the project representative will take feedback into consideration and may update the proposed plans. At this point, they will typically request for Interdepartmental Review, where other public agencies and City Service providers (Public Works, Fire, Etc.) will provide feedback. The neighborhood meeting summary will become part of the project documents reviewed.

WHERE CAN I REVIEW THE APPLICATION?

As soon as the application is filed, the city assigns a permit number to the project. The permit number is the key to tracking the project online. If you know the permit number, you can review the project's documents at [PDS.CITYOFBOISE.ORG/PERMITS](https://pds.cityofboise.org/permits)

Not sure if the project has been submitted yet? You can find a weekly report of projects that have been submitted for review at [PDS.CITYOFBOISE.ORG/REPORTS](https://pds.cityofboise.org/reports). Just click "View PDF" under Planning Division Permits Received.

WHAT HAPPENS WHEN A PROJECT IS SUBMITTED TO THE CITY?

The following steps take place before an application is approved or denied.



PROJECT REVIEW

City planners review the project for compliance with the development code, consistency with the comprehensive plan and other agency-adopted or neighborhood plans.



PUBLIC NOTICE

Affected parties receive notice of the application submission, a link to the application and the date of the public hearing.



PUBLIC COMMENTS

Anyone can submit written comments to the assigned city planner by 5:00 pm on the Thursday preceding the hearing, or testify at the public hearing.



STAFF REPORT

Planners make recommendations based on the development code, comprehensive plan, public agency comments and comments from the public; however, the final decision is made by the hearing body. The staff report is available one week before the hearing at [CITYOFBOISE.ORG/PUBLICMEETINGS](https://cityofboise.org/publicmeetings)



PUBLIC HEARING

These hearings are held on the third floor of Boise City Hall starting at 6:00 p.m. Recommendations from the city planners, and testimony from the applicant, neighborhood association and community members are heard before the final decision is made. If no opposition is voiced, the project can be approved on a consent agenda at the beginning of the hearing.



APPEAL

There is a 10-day appeal period following the final decision. Only parties who have submitted written or verbal testimony can appeal a decision.