

# PUBLIC INVOLVEMENT FOR DEVELOPMENT

## NEIGHBORHOOD MEETINGS AND PUBLIC HEARINGS

### Be Part of the Process

Public Involvement is a critical part of Meridian's development review and approval process. City officials encourage your involvement and welcomes your input. Generally, there are two types of opportunities for the public to be involved in a development application: Neighborhood Meetings and Public Hearings.

① This icon indicates additional information available at links on the next page.

### Neighborhood Meetings

Before an application for development can be submitted, the [City of Meridian](#) requires the applicant to hold a neighborhood meeting. This meeting may be held on-site or at another noticed location, and the applicant must send notification to property owners within 300-feet at least 5-days before the meeting. The meeting must be held at least 5-days prior to submitting the application to the City.

### Public Hearings ⑥

The second opportunity for the public to participate in development applications are at public hearings. Most hearing applications are first heard by the [Planning & Zoning \(P&Z\) Commission](#). These applications are primarily comprised of requests for: annexation, rezone, preliminary plat (aka subdivision), and conditional use permit. *When a developer wants to construct a new "subdivision", build apartments, or create a new retail center, these are the types of applications that they are generally applying for.*

The P&Z Commission typically makes recommendations to the [City Council](#), but Conditional Use Permits are solely reviewed by the P&Z Commission. Additionally, some applications are only reviewed by the Meridian City Council. ⑦ Prior to a public hearing the following must occur:

- ❑ mail hearing notices to property owners within 300-feet of the project boundaries (by City Clerk);
- ❑ publish hearing notice in the local newspaper (by City Clerk); and
- ❑ provide application information on the City's website (by City Clerk). ④
- ❑ Post the site with a public hearing notification sign no less than 10-days prior to the hearing (by applicant).

The majority of hearing level applications are land use and zoning requests that affect specific properties and are generally known as Quasi-Judicial applications. Other legislative actions, those that are City-wide such as changes to the Comprehensive Plan or City Code, also require public hearings.

*Note: This handout is generalized and procedures may vary. Not all application types have the same meeting or notification requirements. Other public reviewing agencies such as ACHD have their own public hearings. For questions, contact the City of Meridian Planning Division at 208.8845533, or e-mail to: [planning@meridiancity.org](mailto:planning@meridiancity.org).*

### ❑ TYPES OF MEETINGS

#### 1. NEIGHBORHOOD MEETINGS



- ❑ Opportunity for developers to meet directly with neighbors and explain their project, to gauge support, and to hear suggestions for improvement *before* submitting their application to the City.

#### 2. PUBLIC HEARINGS



- ❑ The public may provide comments, written (mail, email, petitions, etc.) or verbal, to the decision making body in favor, against, or neutral to the project. ③
- ❑ There are time limits on verbal public comments (generally 3-minutes for individuals).
- ❑ Comments are included in the public record.

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### SUGGESTED QUESTIONS TO CONSIDER AND POSSIBLY ASK AT A NEIGHBORHOOD MEETING

#### COMMUNITY VISION

- ❑ What is the property's future land use designation? **2**
- ❑ Is the proposed zoning designation consistent with the [Future Land Use Map](#)? **1**
- ❑ Is the proposed project consistent with the text and policies of the City's [Comprehensive Plan](#)? **5**

#### PROJECT INTEGRATION

- ❑ How is the existing neighborhood going to be integrated and/or buffered from the proposed development?
- ❑ Will the project improve Meridian and contribute to residents quality of life, access to services, housing options, and/or opportunities for family-wage jobs?
- ❑ Will the project negatively impact topography, access, view sheds, or other assets?

#### TRANSPORTATION AND SERVICES

- ❑ What are traffic volumes on adjacent streets, before and after the proposed project?
- ❑ Will there be any improvements to public infrastructure to accommodate impacts to schools, roads, and adjacent neighborhoods?
- ❑ How will construction traffic be handled?
- ❑ Are there any other planned public infrastructure projects that improve service or relieve congestion in this area?

#### GENERAL QUESTIONS

- ❑ Who is the developer, how long will construction occur, are there public incentives, and when will an application be submitted to the City?

### What Occurs at Public Hearings

The location, scope, timing, and existing infrastructure for each application mean that every project is unique. The following are some safe expectations for public involvement meetings.

**Neighborhood Meeting:** The applicant invitation should state what it is they want to do and where the meeting will be held. It's up to the applicant to decide how to run the meeting.

**Public Hearing:** Meetings in front of the decision making body follow a formal process so that clear communication may be had and to ensure that everyone has an opportunity to be heard. The City follows [Robert's Rules](#) of Order for Public Hearings. *Generally, the following order of events occurs:*

1. City staff report/overview of the project, including analysis and recommendations.
2. The applicant shares their project and perspective, and responds to initial questions from the decision making body.
3. The public is invited to comment on the application. Questions may be asked/answered. **3**
4. The applicant will be invited back to respond to public comments and additional questions by the decision making body.
5. The decision making body will then deliberate on what they've seen and heard and render a decision.

### Frequently Requested Information

- 1 Future Land Use & Zoning Handout  
*What is the preferred zoning and densities for the property?*
  - [http://meridiancity.org/landuse\\_zoning/](http://meridiancity.org/landuse_zoning/)
- 2 Future Land Use Designation Cut Sheets  
*Summary of each of the City's different future land uses.*
  - <http://meridiancity.org/landcutsheets/>
- 3 How to Testify at a Public Hearing (and other FAQ)
  - <https://goo.gl/ptkSuZ>

### Links & References

- 4 Development Application Information & Project Files  
*Using the link below, click on "Forms & Searchable Documents", then "Searchable Documents".*
  - <https://goo.gl/rKmUqk>
- 5 City of Meridian Comprehensive Plan
  - <http://www.meridiancity.org/compplan/>
- 6 City of Meridian Unified Development Code (UDC)  
*Public Meeting & Hearing requirements are under 11-5A.*
  - <https://goo.gl/PnoQu4>
- 7 Planning Division General Information  
*Review hearing level application process and Standard Operating Policy.*
  - <https://goo.gl/2zRxtB>