

## Valley County Code 9-5H-1

D. Neighborhood Meetings: Applicants shall conduct a neighborhood meeting for any proposed variance, vacation, conditional use, zoning ordinance map amendment, expansion of existing use, extension of nonconforming uses requiring a public hearing, or a subdivision of ten (10) or more proposed lots. The purpose of such meetings is to obtain input to improve plans and reduce negative comments from neighbors.

- (1) It shall be the sole duty of the applicant to provide written notice to all property owners or purchasers of record owning property within three hundred feet (300') of the exterior boundary of the property subject to the application. In lieu of a neighborhood meeting, evidence can be submitted that the applicant spoke with all property owners within 300'.
  - a) Notification of the neighborhood meeting shall be sent by US mail to all property owners within 300' of the site of the proposed application a minimum of 10 days prior to the neighborhood meeting.
  - b) Notice of a neighborhood meeting shall be in addition to, and not combined with, notices already required by this chapter, and shall include the date, time, location and purpose of the meeting.
- (2) The meeting shall not be on a holiday, a holiday weekend, or the day before a holiday or holiday weekend. The meeting shall not be on weekdays between the hours of seven thirty o'clock (7:30) A.M. and five thirty o'clock (5:30) P.M., unless a written consent agreeing to the day and time, signed by at least fifty one percent (51%) of the property owners within three hundred feet (300'), is filed with the department prior to the neighborhood meeting.
- (3) The meeting shall be on the property subject to the application; at a nearby available public meeting place including, but not limited to, a fire station, library, school, or community center; or at a location with suitable meeting facilities if such facilities are within a one mile radius of the nearest public meeting place.
- (4) The neighborhood meeting shall be conducted prior to acceptance of the application. The neighborhood meeting shall not be conducted earlier than six (6) months prior to the acceptance of the application.
- (5) The purpose of the neighborhood meeting shall be to review the proposed project and discuss neighborhood concerns, if any.
- (6) Each application shall include a Summary of the Meeting that includes the location, date, time of the meeting; mailing list; a summary of the comments received at the meeting; and, a list of persons attending.