

NEIGHBORHOOD/COMMUNITY PUBLIC MEETINGS

The Chattanooga-Hamilton County Regional Planning Agency (RPA), Planning Commissions and many legislative bodies **strongly encourage** or often require a developer to meet with neighbors of a proposed project, together with other interested citizens. Neighborhood meetings may be used with residential, commercial, and industrial projects of any nature and size that have a potential impact on adjacent neighborhoods.

Although participation is voluntary on the community's part, participation in these meetings can be beneficial to all parties. The primary purpose of this meeting is to:

- Inform stakeholders of the proposed project
- Answer questions about the proposal
- Gather and respond to feedback on how to best integrate a proposed development into the neighborhood or community

RPA will not sponsor or set up the meeting, however staff may provide meeting space at the Development Resource Center if necessary and requested well in advance of the meeting date. **The following are general suggestions for the meeting and are not intended to be specific requirements.**

Setting up a meeting

Invite property owners and those people living and working around the site of the proposed project. The names and mailing addresses of property owners adjacent to a proposed project can be identified from the tax records. The Hamilton County GIS Department can provide this information. Additionally, send a meeting invitation to the neighborhood representative(s) and ask him/her to forward the invitation to the neighborhood or homeowner association mailing list. The Regional Planning Agency or City of Chattanooga Department of Neighborhood Services and Community Development can provide contact information for the association(s).

The meeting may occur onsite or another location in the neighborhood such as a school, religious facility, library, community or recreation center, or meeting space at a local business.

It will help attendance at the neighborhood meeting if you distribute the invitations about a week before the meeting and then remind people with a phone call or a card the day before the meeting.

Sometimes it may be preferable that the developer/property owner participate in a meeting scheduled by the impacted neighborhood association(s).

Preparing for the meeting

The following tips may be helpful in preparing for the meeting:

- Prepare pictures and site plans of previous projects to show examples of previous developments undertaken by developer.
- Use graphics and three-dimensional images such as perspective sketches, bird's-eye views, house elevations, cross-sectional views, or models to help others see your design concept.
- Look for ideas and successful examples in resource materials such as publications by the National Association of Home Builders, slide shows, videotapes, the Urban Land Institute's Project Reference File, and model ordinances; use them to show local planning and zoning officials innovative and creative approaches to land planning.
- Attend a Presubmittal Meeting with the Land Development Office (if in the City of Chattanooga)



The Meeting

The developer or representative should provide or discuss as many of the following items as possible:

- A map that shows both the property to be developed and its surrounding neighborhood
- Detailed site plan including building footprints; pedestrian, bicycle, and vehicular access; parking; open space; pedestrian and bicycle amenities such as sidewalks, benches, plazas, and bike racks; existing natural vegetative buffers; wetlands; storm water management facilities; and any proposed cut and fill areas
- the suitability of the property for the proposed development including a brief description of road frontage, access,
- availability of infrastructure, and topography issues,
- how the proposed development is (a) consistent with and (b) meets the objectives of the adopted land use plan, and
- the compatibility of the proposed development with the uses of nearby properties and with the character of the surrounding neighborhood including, but not limited to, an impact analysis and proposed mitigation measures for things such as noise, light and glare, security, and privacy.
- Traffic management and impact where applicable: access, turn lanes, traffic calming, traffic generation rates
- Storm water management if applicable
- Development schedule
- Schedule of future community meeting, Planning Commission, or legislative body meetings.
- Building elevations/ description/drawing of façade
- Landscaping plan

Stakeholder Input

The meeting is most productive when as many interested parties as possible participate rather than one person, group, or interest dominating the discussion. Encourage each person to share their own thoughts about the project generally and then more specifically about the issues discussed.

Have stakeholders record their names on a sign-in sheet.

Feedback to the Regional Planning Agency

In order to verify that the Community Planning Meeting requirement has been met, the developer or representative of the project should inform the Regional Planning Agency that the meeting was held. The following information needs to be provided:

- Date of Community Planning Meeting
- Sign-in sheet
- Method of meeting notification: neighborhood association mailing list; flyers; letter; etc.
- Number of participants (not part of the development team) at meeting:
- General feedback from the stakeholders
- Any potential changes to plans to reflect community input

Resource references:

Collaborative Land Use Planning, Karl Kehde- *Site Building and Community Design for Great Neighborhoods*, Frederick D. Jarvis, Home Builder Press

