



***Oneida County  
Planning & Zoning  
Neighborhood Meeting***

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Type of Application (check one):

Subdivision

Zone Amendment

Variance

Conditional Use

Expansion or extension of nonconforming use

Comprehensive Plan Amendment

Summary of the Request (narrative can be attached):

Property Owner Name

Phone

Owner Address

Tax Parcel Number(s)

Applicant Name – If the same as the owner, check the box and move on to the next section

Applicant Address

Phone

Relationship to Owner

Location of Neighborhood Meeting

Date Notices were Mailed:

Date, time & day of week neighborhood meeting held:

Number of people in attendance (attach a list of attendees):

Attach to this document the following:

1. A copy of the notice that was mailed.
2. A copy of the documentation or information provided at the meeting.



## *Oneida County Planning & Zoning Neighborhood Meeting*

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### **Process of holding a neighborhood meeting per Oneida County Code 7A-3:**

It shall be the sole duty of the applicant to provide written notice to all property owners or purchasers of record who own property within the radius required in Subsection 7A-5C of this Article of the exterior boundary of the application property and to all registered neighborhood associations deemed appropriate by the Administrator.

The applicant shall also mail notice of the neighborhood meeting to the Oneida County Planning and Zoning Department. Notice of a neighborhood meeting shall be in addition to, and not in lieu of mailed radius notices already required by this ordinance except when notice of a neighborhood meeting is required of five hundred (500) or more property owners or purchasers of record, alternate forms of notice may be provided in accord with Subsection 7A-5D (1-2) of this Article.

Soil or water remediation  
Tower or antenna structure, commercial.  
Vehicle impound yard.

The following uses shall require notice within two thousand six hundred forty feet (2,640') of the property being considered:

Centralized power facility  
Distributed power facility, wind freestanding tower  
Livestock confinement facilities with three hundred one (301) or more animal units

### **Oneida County Code Subsection 7A-5D**

Alternate forms of notice: When notice is required of two hundred (200) or more property owners or purchasers of record, alternate forms of notice may be provided as follows:

1. In lieu of mailed notice, one additional notice of the time and place of the hearing and a summary of the proposal shall be published in official newspaper of the county, no later than seven (7) days prior to the hearing.
2. At least ten (10) days prior to the hearing, the Administrator shall post a hearing notice on the property following the signposting requirements of this Section.
3. At least seven (7) days prior to the hearing, a notice shall be made available to other newspapers, radio, and television stations servicing the county for use as a public service announcement.

E. Public Service Announcement: In the case of amendments to this ordinance and the comprehensive plan, the Administrator shall issue a notice to other newspapers and radio and television stations serving the jurisdiction for use as a public service announcement prior to the public hearing.



## *Oneida County Planning & Zoning Neighborhood Meeting*

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C. The purpose of the neighborhood meeting shall be to review the proposed project.

1. The meeting shall be on a Saturday between 10:00 am and 7:00 pm or on a weekday between 6:00 pm and 8:00 pm. The meeting shall not be on a holiday, a holiday weekend, or the day before a holiday or holiday weekend.
2. The meeting shall be held at one of the following locations:
  - a. On the subject property;
  - b. At the nearest available public meeting place including, but not limited to, fire station, library, school, or community center; or
  - c. At an office space with suitable meeting facilities if such facilities are within Oneida County.

D. The neighborhood meeting shall be conducted prior to submission of the application. The neighborhood meeting shall not be conducted more than six (6) months prior to submission of the application.

E. The application materials shall include a written verification of the neighborhood meeting having taken place.

### **Code Reference:**

#### **Oneida County Code Subsection 7A-5C**

Radius Notice: At least fifteen (15) days prior to the public hearing, the Administrator shall send a notice of the time and place and a summary of the application to property owners or purchasers of record (as listed in the current records of the Oneida County Assessor) owning property within six hundred feet (600') of the property being considered. The Administrator may determine, or other applications provided for in this ordinance may require, that notices be sent to property owners or purchasers of record whose properties are farther than six hundred feet (600') from the external boundaries of the property upon which the application is located.

1. The following uses shall also require notice within one thousand feet (1,000') of the property being considered:

- Aircraft landing field (private ownership)
- Airport (public ownership)
- Distributed power facility, wind rooftop
- Explosive manufacturing or storage
- Flammable substance storage
- Junkyard or automobile wrecking yard
- Manufacture or processing of hazardous chemicals or gases
- Meatpacking facility
- Pit, mine, or quarry requiring administrative or conditional use approval
- Processing plant for agricultural and dairy products
- Public or quasi-public use, public or private correctional facility
- Racetrack, vehicle or animal
- Sanitary landfill, restricted
- Sawmill or planing mill



NEIGHBORHOOD MEETINGS ARE  
REQUIRED PER 2022 D-CODE, 7A-3  
THE MEETING IS FOR INFORMATION  
ONLY, A FORMAL PUBLIC HEARING WILL  
BE HELD AFTER PROPOSED REZONE,  
CONDITION USE PERMIT, EXPANSION OF  
NONCONFORMING USE, AND  
SUBDIVISIONS HAVE MET THE  
DEVELOPMENT CODE PROCESS.

THIS MEETING IS FOR INFORMATION  
ONLY.

# Neighborhood Meeting Best Practices

Oneida County, Idaho, strongly believes in citizen participation and collaboration in county planning and development. The 2017 Oneida County Comprehensive Plan states that the County should develop a program to involve neighbors early in the community development process. Neighborhood meetings at the conceptual stage of development are a powerful tool for developers and surrounding neighbors to come together to share visions, discuss concerns, and work toward a better result. They also create more informed and productive public hearings because the hearing is no longer the discovery meeting for the residents. To assist in creating successful neighborhood meetings, Oneida County has developed this guidebook.

**\*Note:** This guidebook has been modified to include recommendations for hosting meetings during the COVID-19 pandemic. Specific recommendations for safe meetings are included in Section 6. However, as pandemic guidelines, orders, and rules change, users of this manual should always check with the local health district for the most current recommendations for gatherings.

## **1) Meeting Purpose**

The neighborhood meeting allows the developer to share their development concept with the community and allows neighbors to ask questions and discuss concerns related to the development proposal. The goal of the neighborhood meeting is to facilitate an open dialogue between the developer and the surrounding neighborhood during the early stages of the development process and give the developer an opportunity to answer questions and resolve concerns before the Planning and Zoning Commission public meeting.

**Neighborhood meetings are required for preliminary plats, planned unit developments (PUD), rezones, and conditional use permits (CUP).**

Neighborhood meetings may also be beneficial for other types of developments that have impacts on a surrounding area.

Developers are given the opportunity to explain how the proposed development:

- Is consistent with the Comprehensive Plan.
- Complies with County Code.
- Handles typical concerns such as traffic flow.
- Will be compatible with surrounding neighborhoods.

## **2) Scheduling and Advertising the Neighborhood Meeting**

- The developer should meet with County staff to discuss neighborhood meeting plans, setup, and logistics.
- Set a date, time, and location for virtual meetings. Please see the recommendations in Section 6.
- Invite the neighborhood.
- Two weeks before the meeting, an invitation should be sent to residents and property owners in the neighborhood, along with information regarding the developer's proposal.

- The meeting notice should be mailed or delivered to all owners or occupants within six hundred feet (600') of the development project boundary line. Notice should also be given to County staff. County staff can provide mailing names and addresses for properties within the area to be given notice.
- The meeting should generally be held during a normal work week, Monday through Thursday (excluding Holidays) between 6:00 pm and 8:00 pm.
- The developer may also publish the notice in media outlets if they wish.

### **3) Prepare for the Meeting**

The developer is the host of the meeting. The meeting is set up and facilitated by the developer. The meeting should allow for brief presentations about the project proposed by the developer, who should initially describe the development and answer questions. The following are also recommended to the developer:

- Create a “quick facts” sheet regarding the project.
- Prepare a 10–15-minute presentation that includes site plans or concept drawings. Remember, this is the best opportunity for the developer to convey their excitement and vision about the project to the surrounding neighbors.
- Have business cards to hand out. Prepare and display sign-up sheets for attendees.
- Prepare sheets for attendees to provide written comments.

### **4) Meeting Day**

The developer should arrive no less than fifteen (15) minutes before the scheduled start time. If the developer needs to set up equipment, they should plan their time accordingly. If you are using audio/visual equipment, be sure to set up and practice ahead of time so there won't be any delays at the meeting. This is especially true for virtual meetings.

Neighborhood meetings are facilitated by the developer and structured in a “question and answer” format to capture dialogue and record public input.

- Call to Order
  - The developer will call the meeting to order, make introductions, and thank everyone for coming.
  - Introduce some basic civility requirements and ask that comments be directed and focused on the project, not individuals in the room.
  - The developer will review the meeting agenda, the purpose of the meeting, development review and provide any general neighborhood meeting “ground rules.”
  - The developer will send around the sign-up sheet. Sign-up sheets are extremely valuable to document who attended and to help keep interested parties informed throughout the development process.

- Presentation of the development. Illustrations of the development concept are extremely helpful and valuable to the attendees.
- Question and answer period. Generally, it is best to limit the question-and-answer time. Approximately 30 minutes is recommended.
- The developer will take meeting notes and send the meeting notes to county staff and anyone who signs in at the meeting.
- Wrap up.
- The developer will end the question-and-answer period, thank attendees for their comments and remind them to put any additional ideas on the written comment sheets, explain the next steps in the development process, and adjourn the meeting.

## **5) After the Meeting**

The developer should document information and issues gathered from the meeting by preparing a summary report to include the time, date, and location of the neighborhood meeting, names and addresses of property owners to whom the notice was sent, as well as names and addresses of all attendees. The meeting summary report should also include a summary of comments, suggestions, discussion, the applicants' responses, materials utilized or submitted, and a verbatim transcript of the Neighborhood Meeting. Developers should consider the information exchanged at the neighborhood meeting and modify the development application if, in the developer's opinion, it will improve the project. Once the summary report is submitted to County staff by the developer, the developer may submit the formal application to the Oneida County Planning and Zoning Administrator.

## **6) Virtual Meeting Recommendations**

Virtual Meetings may be a preferable or required option when significant events such as the COVID-19 pandemic prevent large groups of people from gathering together. They are also useful tools outside of such events and provide additional opportunities for those unable to attend the meeting physically. However, because technological difficulties and unfamiliarity may exclude some residents from virtual meetings, in-person options are generally preferable when possible. Below are recommendations specifically for virtual meetings:

- When creating the meeting, consider that most connection lines are long and difficult to type and that you may not have the email addresses of potential invitees. If you are sending letters with log-in information, consider one or both of the following:
  - Rather than including the link to the meeting, you can provide your email address and let people know they can contact you for the link.
  - You can also use a tinier service to reduce the link to a smaller, more typeable link that you can insert into your letter.
  - A YouTube video with an open comments section or short survey may also be valuable.

- Consider recording the meeting and sending the link to the recording to residents who may not have been able to attend.
- If you are unfamiliar with virtual meetings, practice ahead of time. Know what tools are available to you and how to use them. In particular, know how to share your screen with others.
- Consider having someone on your team help you run the meeting, including managing technical and audio issues and managing the chat features.

## Frequently Asked Questions

### **When can a neighborhood meeting be scheduled?**

Any time after the review of the project concept with county staff.

### **Who sends out the notification letters?**

The developer.

### **How long is a neighborhood meeting?**

Typically, neighborhood meetings are one to one-and-a-half (1-1.5) hours.

### **Are there refreshments at the meeting?**

The developer may provide refreshments. Refreshments are not required but are encouraged.

### **What happens after the neighborhood meeting?**

Although the developer is not required to make any or all of the changes suggested at the neighborhood meeting, the developer should be ready to address what was expressed at the neighborhood meeting when the project application is formally submitted. If changes were made as a result of the meeting, those should be pointed out to County staff. If changes were not made, the developer should be prepared to explain why not.

### **Where will the meeting be held?**

It is recommended that the neighborhood meeting be held at a neutral location near where the project is to take place.

## Neighborhood Meeting

(Date)

Dear Property Owner or Resident:

This letter is being sent to inform you about a development proposal, (Project Name), in your area and to invite you to an informational meeting where the developer will present (their) development concept. You can learn more about the proposed project and ask questions about it. (Project Name) is a project for (use and/or purpose) at (property address). The property is zoned (zoning district) and is (# of acres) acres in size. The property presently contains (description of current property). The proposed project is (description of project).

We welcome and encourage your participation. Your input is an important part of the County's development review process. Please join us for a neighborhood meeting to discuss the proposal on (date and time). The meeting will be held at (meeting location).

The meeting is an opportunity for you to provide input on the project and to have your questions answered directly by the applicant.

If you are unable to attend the meeting but would like to provide input or ask questions, please contact (contact name) at (phone number) or (email address). We look forward to seeing you at the meeting.

Sincerely,

(Name and title)

# Welcome!

Please sign\*

Date: \_\_\_\_\_

[illegible]

**\*Providing contact information is not required, and the purpose is to provide updates regarding the project. However, please be aware that any information provided on this sheet will become part of the public record.**