



## PLANNING and DEVELOPMENT SERVICES DEPARTMENT POLICY

<b>POLICY NAME:</b>	IID Neighborhood Liaison Policy		
<b>DIVISION/SECTION:</b>	Code Administration	<b>CONTACT:</b>	Carolyn Laurie
<b>POLICY TYPE:</b>	External/Internal	<b>EMERGENCY?</b>	No

**PURPOSE:** To ensure compliance with UDC Section 5.12.6.D. Neighborhood Meeting.

Neighborhood Meeting Notice Procedure – Prior to filing an application for use of the IID zoning option, an applicant must identify a Neighborhood Liaison as follows:

1. The applicant provides a written agenda to the notice area, including a request for a Neighborhood Liaison to be formally designated. The Neighborhood Liaison is appointed by the registered neighborhood association for the area in which the project site is located. Appointees could include the current or past Neighborhood Association President, or other leadership designee. The Neighborhood Association may decline to have regular contact in compliance with this policy submitted in writing to Planning and Development Services.
2. The applicant prepares a written summary of the meeting. A copy of the agenda, written summary of the meeting, sign-in sheet, and mailing certification is to be included with the development application for a project.
3. The applicant will also send a copy of the neighborhood meeting written summary to the Neighborhood Liaison for the area in which the project site is located.
4. The Neighborhood Liaison or any property owner within the notice area may file with the PDS Director a statement of concurrence or dissent with the accuracy of the applicant's written summary of the meeting. Should a dissent be filed, it must state the exact reasons for the dissent. The applicant will send periodic project updates to the Neighborhood Liaison until the permits are closed.
5. Any further communications maybe discussed between the applicant and the Neighborhood Liaison.

**DIRECTOR APPROVAL:**

  
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 Ernie Duarte

Date 9/15/15  
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