PROPOSED DEVELOPMENTS
Now that you have completed your pre-application meeting with City of Boise, you are required to hold a neighborhood meeting prior to formally submitting your application.

The Boise City Code sets a baseline standard for neighborhood meetings. However, successful meetings go beyond the requirements and implement the best practices outlined below.
**REQUIRED BY BOISE CITY CODE**

- Pre-Application Meetings must be held with the applicant and city planners prior to noticing and holding a neighborhood meeting.

- Applicant must hold a meeting to allow the public to review the proposed project.

- Meeting must be held no more than six months or less than 12 days prior to submitting the application.

- Meeting must be held ***within two miles*** of the project site.

- Meeting must be held Monday through Thursday (excluding holidays), and start between 6:00 p.m. and 8:00 p.m.

- A notice must be sent or delivered to occupants and property owners within the designated outreach area, and to the registered neighborhood association.
  
  - Template notice letters for neighborhood meetings can be found at [cityofboise.org/devreview](http://cityofboise.org/devreview) and should be used.
  
  - Mailed notices must be postmarked at least ten days prior to the meeting.
  
  - Hand-deliveries are allowed for variance applications only, and must occur at least ten days prior to the meeting.
  
  - Submit sign-in sheet from the neighborhood meeting.

- Submit a copy of the notice letter, the list of letter recipients, and the sign-in sheet from the neighborhood meeting with your application submittal documents.
BEST PRACTICES

• Schedule a meeting with neighbors when the plan/design is still flexible.

• Connect with the neighborhood association to determine a convenient date and time for the neighborhood meeting.

• Choose a location that is at or near the project site. If you hold the meeting at the project site, make sure to include the location on the notice letter and provide a comfortable meeting space (i.e., seating options, tables, microphone, etc.). If you choose an alternate location, make sure it is within two miles of the site, in an appropriate location, and ADA compliant; for example, if it is too warm or too cold outside, meet indoors (i.e., a nearby library, meeting hall or community room).

• At the meeting:
  
  — Arrive 10-15 minutes early and if no one shows up, wait 30 minutes past the scheduled time before leaving.
  
  — Have a sign-in sheet at the entrance, along with comment cards.
  
  — Introduce yourself to the neighborhood association contact and all attendees.
  
  — Reiterate the purpose of the meeting: to inform residents about the proposed project and gather their input before submitting a formal application to the city.
  
  — Prepare a short (10-15 minute) presentation about the proposed project and any details on how it fits into the City of Boise comprehensive plan and the zoning code. If available, share the site plan, project design and a timeline of upcoming public meetings or hearings with all stakeholders (i.e., ACHD).

  — If available, share maps and any graphics that show the proposed project’s location and preliminary design. Bring handouts for attendees to take home.
– Bring copies of your pre-application meeting form in case attendees have questions about what has been shared with the city planners.

– Have extra business cards on hand and encourage attendees to contact you if they have additional questions after the meeting.

• After the meeting, circle back with the neighborhood association and all attendees on any changes that you made to the project plan and application, based on the input received. Inform them of next steps and encourage them to stay involved.
As the designated neighborhood lead, you have the opportunity to help shape the future of your neighborhood.

You are the main contact for the City of Boise, which means that you will receive notifications for any proposed projects that fall within your neighborhood association boundaries. Below are some best practices for encouraging your fellow neighbors to get involved.
BEST PRACTICES

• Learn about the resources and processes the City of Boise uses when reviewing proposed developments in the city and your neighborhood (SEE: CITY PLANNING HANDBOOK) and serve as the resource for your neighborhood association members.

• For large-scale or complex projects, consider creating sub-committees to serve as leads for the various components of the proposed development.

• Before the meeting:
  – Once you receive a notification about a proposed project in your area, update your neighborhood association with the information. Include the date, time and location of the neighborhood meeting.
  – If you hold a monthly meeting, include information about the proposed development and the scheduled neighborhood meeting.

• Remind neighbors of the resources and processes the City of Boise uses when reviewing proposed developments, so they arrive at the meeting prepared to have an informed conversation with the project representative.
  – Share information from the neighborhood meeting (date, time, location) on your neighborhood association’s social media channels.

• At the meeting:
  – Introduce yourself to the project representative and give them your contact information. Let them know that you will be the main point of contact from the neighborhood association.
  – Ask the project representative the best way for you to stay engaged in the proposed project. Can you call them directly? Is email a better mode of communication?
• After the meeting:

  – **FOLLOW-UP!** After the neighborhood meeting, the project representative may update their proposed plan before submitting a formal application to the City of Boise.

  – As soon as the application is filed, the city assigns a permit number to the project. The permit number is the key to tracking the project online. If you know the permit number, you can review the project’s documents at cityofboise.org/permits.

  – Not sure if the project has been submitted yet? You can find a weekly report of projects that have been submitted for review at cityofboise.org/permits/reports. Just click “View PDF” under Planning Division Permits Received.

  – Identify if other partner agencies will also be involved. Some examples include:

    • If the proposed development includes updates to the streets in your neighborhood (i.e. a new sidewalk, curb or gutter) contact ACHD (achdidaho.org) to learn about upcoming public hearings or public comment opportunities.

    • If the proposed development includes updates to the transit system, contact Valley Regional Transit (valleyregionaltransit.org) to learn about upcoming public hearings or public comment opportunities.
As a community member, you are entitled to know about any proposed developments in your neighborhood. The City of Boise requires applicants to attend a pre-application meeting with city staff and then hold a neighborhood meeting all before formally submitting an application for a project.

Below are some quick facts on neighborhood associations, neighborhood meetings, the development process, and how to be heard and stay involved.
WHAT IS A NEIGHBORHOOD MEETING AND WHAT IS ITS PURPOSE?

A neighborhood meeting is required by Boise City Code. The purpose of the meeting is for the neighbors to meet the project representative and learn about the proposed project. Neighbors should use this time to ask questions and provide feedback.

By communicating with the project representative early in the process, the proposed project has a greater chance of being a welcomed change to the area.

HOW LONG IS A NEIGHBORHOOD MEETING?

Meetings typically run for 30 minutes to an hour. However, for large-scale or complex proposed developments, 1-2 hours may not be enough time. In this case, the project representative may choose to schedule a longer meeting or follow-up meeting.

Be sure to check the postcard for the exact duration and frequency of meetings.
WHAT IS A NEIGHBORHOOD ASSOCIATION?

A Neighborhood Association is a voluntary group of community members who have officially organized to share ideas and cooperate to improve their neighborhood within the planning areas and boundaries defined in the city’s comprehensive plan, Blueprint Boise. It is not the same as a Homeowners Association (HOA), which tends to be a more localized group of homeowners in a specific subdivision as opposed to a larger geographic area.

HOW DOES YOUR NEIGHBORHOOD ASSOCIATION HELP YOU?

A Neighborhood Association is the formally recognized representative board of a neighborhood at public hearings. In this capacity, your Neighborhood Association President or other board member receives notifications about any proposed developments within your neighborhood’s geographic boundaries, and they are encouraged to broadly share this information with the neighborhood on their association’s webpage and/or social media accounts.

Additionally, your Neighborhood Association is granted extended time to present testimony during formal public hearings, as compared to citizen testimony. This additional time means that the Neighborhood Association leadership can better contextualize and voice broader neighborhood-wide concerns, which can help shape the final outcome of a proposed development.

WHAT HAPPENS AFTER THE NEIGHBORHOOD MEETING?

After the neighborhood meeting, the applicant will take feedback into consideration and may update the proposed plans. At this point, the applicant can formally submit an application to the city.

HOW CAN YOU AND OTHERS BE INVOLVED AFTER A NEIGHBORHOOD MEETING?

After the neighborhood meeting, you and other community members can reach out to city planning staff with any questions or concerns you have about the proposed project. You can also submit written, emailed testimony about the project to city planning staff.
City planning staff can be reached via email at zoninginfo@cityofboise.org or by phone at 208-608-7100. When speaking with staff or providing written testimony, please make sure to provide specific information about the proposed project, such as the applicant name and address of the project.

Additionally, you and other community members can also attend public hearings and provide comments on the project. Anyone providing comment, either in writing or as public testimony, becomes a “Party of Record.” This qualifies them to appeal any decision or condition for a project to the next level of review and allows further participation in an appeal hearing.

WHERE CAN I REVIEW THE APPLICATION?

As soon as the application is filed, the city assigns a permit number to the project. The permit number is the key to tracking the project online. If you know the permit number, you can review the project’s documents at cityofboise.org/permits

Not sure if the project has been submitted yet? You can find a weekly report of projects that have been submitted for review at cityofboise.org/permits/reports. Just click “View PDF” under Planning Division Permits Received.

WHAT HAPPENS WHEN A PROJECT IS SUBMITTED TO THE CITY?

The following steps take place before an application is approved or denied.

PROJECT REVIEW

City planners review the project for compliance with the development code, consistency with the comprehensive plan and other agency-adopted or neighborhood plans.
PUBLIC NOTICE
Neighborhood associations, property owners and occupants within the designated outreach area will receive notice of the application submission, a link to the application, and the date of public hearing. A notice is posted in the newspaper and on the property.

PUBLIC COMMENTS
Anyone can submit written comments (including email) to the assigned City of Boise planner any time after the application is received and up to 5 p.m. the Thursday prior to the public hearing.

STAFF REPORT
Planners make recommendations based on the development code, comprehensive plan, public agency comments and comments from the public; however, the final decision is made by the hearing body. The staff report is available one week before the hearing at cityofboise.org/publicmeetings.

PUBLIC HEARING
These hearings are held on the third floor of Boise City Hall starting at 6:00 p.m. Recommendations from the city planners, and testimony from the applicant, neighborhood association and community members are heard before the final decision is made. If no opposition is voiced, the project can be approved on a consent agenda at the beginning of the hearing.

APPEAL
There is a 10-day appeal period following the final decision. Only citizens who have submitted written or verbal testimony can appeal a decision.
For more information about the development review process, reach out to any of the following:

• Your neighborhood association president

• The project representative

• Planning and Development Services
  (208) 608-7100 or cityofboise.org/pds