



Community Development Department Neighborhood Meeting Reference Guide

Meeting Location

The neighborhood meeting shall be held at a place that is ADA compliant and generally accessible to neighbors that reside in close proximity to the land subject to the application and shall be scheduled after 5:30 p.m. during City business days (Monday-Thursday). Do not schedule a neighborhood meeting the same day as a Planning Commission or City Council meeting.

Mailing and Noticing Requirements

Notification of the neighborhood meeting shall be provided by the applicant to the mailing addresses on the list provided by staff via first-class mail postmarked a minimum of 10 days in advance of the meeting. Prior to mailing the meeting notice, provide a draft copy of the meeting notification to the Project Planner to review.

Postcards are an acceptable, cost-effective method for noticing your meetings, or you may send flyers in envelopes. Expect your meeting to last approximately 1 hour. Add a start and ending time to the meeting notice. Expect to remain at the meeting the entire time; however, you may choose to end the meeting early if there are no attendees or if all questions have been resolved after the first 20 minutes. An example neighborhood meeting notice has been provided on Page 2 of this handout.

The Project Planner will email the contact mailing labels for the meeting notices. Provide the Project Planner a signed affidavit indicating that the notification was completed in accordance with the standards per Section 19.19.5.C of Code. A copy of the affidavit is included on Page 3 of this handout.

Conducting the Meeting

At the neighborhood meeting, provide a sign-in sheet, explain the development proposal and application, use appropriate visuals and supply handouts as needed to describe the project, answer any questions, respond to concerns neighbors have about the application, and propose ways to resolve conflicts.

City staff may attend the neighborhood meeting for the purpose of advising the attendees regarding applicable provisions of the Code, but shall not serve as facilitators or become involved in negotiations at the neighborhood meeting.

If staff are not in attendance at the neighborhood meeting, a written summary of the neighborhood meeting shall be provided to staff within five business days of its conclusion, along with a list of the notified parties. If staff attends the neighborhood meeting, staff will provide the summary. The written summary shall include a summary of the issues related to the development proposal discussed, comments by those in attendance about the development proposal, and any other information deemed appropriate. The written summary of the neighborhood meeting also shall be included with the application materials and be made available to the public.

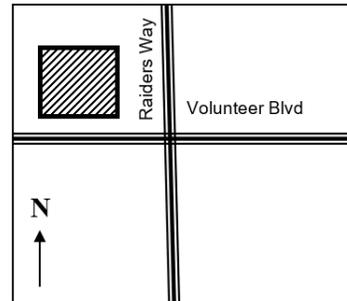
Sample Meeting Notice

Neighborhood Meeting Notice

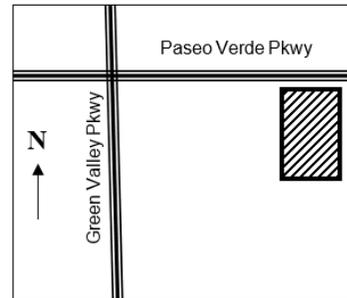
Please join us for an informational meeting on our proposed Henderson Gardens condominium complex, located at the northwest corner of Volunteer Boulevard and Raiders Way. We are proposing 300 units on 25 acres, in both 2- and 3-story buildings. We are requesting a zone change from RS-6 (single family residential) to RH-20 (high-density residential). For more information, please call John Doe with Gardens Development at 702-555-1234.

Meeting Location: Paseo Verde Library
250 S. Green Valley Parkway
Meeting Date: Wednesday, July 13, 2022
Meeting Time: 6:00 PM – 7:00 PM*
Application #: ZCA-1234567890

Project location



Meeting location



*The meeting may end early if there are no attendees or if all questions have been resolved after 20 minutes.

Sample Agenda (not part of the meeting notice)

Henderson Gardens Neighborhood Meeting
July 13, 2022

AGENDA

1. Introductions
2. Project Description
3. Project Issues
4. Questions and Answers
5. Summary/Next Steps
6. Adjournment



CITY OF HENDERSON
Community Development
P.O. Box 95050
Henderson, NV 89009

AFFIDAVIT OF COMPLIANCE NEIGHBORHOOD MEETING NOTIFICATION

PROJECT NUMBER(S): _____

PROJECT NAME: _____

NEIGHBORHOOD MEETING DATE: _____ PC DATE: _____

I _____ do hereby certify that I understand my obligation as an applicant to provide notification of the required neighborhood meeting for the above listed project. I further certify that a copy of the attached neighborhood meeting notice for the above referenced agenda item was prepared for each person listed on the attached mailing list and deposited at the U.S. Post Office for mailing on _____. I further understand that failure to comply with the requirements of holding a neighborhood meeting may result in continuance of my hearing, and I agree to waive any rights to have the hearing held within any relevant time limits if the required neighborhood meeting was not held.

Applicant/Representative Signature Date

Print Name

240 Water Street, Henderson, NV 89015
Phone: (702) 267-1500 ▪ Fax: (702) 267-1501