
Community Participation Report Requirements

For development applications that require a neighborhood meeting, the applicant must include a written Community Participation Report describing the results of the meeting. The Community Participation Report must be submitted with the resubmittal of the project following the neighborhood meeting or prior to scheduling the project for a public hearing in the event that a resubmittal is not required. For projects that are administratively approved, the Community Participation Report must be provided prior to final project approval.

The Community Participation Report shall include the following information:

1. Date and locations of all meetings where residents were invited to discuss the proposal;
2. Copies of the sign-in sheets;
3. A summary of concerns, issues and problems expressed by participants; and
4. A summary of:
 - a. How the applicant has addressed identified issues; and
 - b. Issues that cannot or should not be addressed, and why those issues cannot or should not be addressed.