



## Planning Division City and County of Broomfield Neighborhood Meeting Guide for Prospective Developers

### Frequently Asked Questions

#### Are neighborhood meetings required?

Yes, neighborhood meetings are required by the City and County of Broomfield for development applications such as rezoning, final plats, use by special reviews, planned unit development plans (and amendments), and site development plans (and amendments) and urban renewal site plans. The applicant or developer is responsible for hosting the meeting prior to submitting their application. Variances and minor plats do not require neighborhood meetings. A neighborhood meeting may be requested for administrative modifications to site development plans if there are known or potential neighborhood concerns. If you are unsure of whether or not your project is required to host a meeting, contact the Planning Division by email at [planning@broomfield.org](mailto:planning@broomfield.org).

#### Where can a neighborhood meeting be held?

A neighborhood meeting may be held at a variety of venues at the host's discretion (see below for suggestions). Virtual meetings via a web-based platform, such as Zoom, are acceptable. Based on the type of proposal, staff may recommend an in-person meeting be held.

If no members of the public choose to attend, applicants are required to wait fifteen minutes at the public meeting location or within the virtual meeting before concluding the meeting.

\*\*\*Please note that any materials presented at the neighborhood meeting will become part of the public record, and copies of such materials (including any handouts, presentation, or any presentation materials) should be provided to the planning case manager at [planning@broomfield.org](mailto:planning@broomfield.org) prior to the meeting. \*\*\*

#### What is the purpose of this meeting?

The neighborhood meeting provides the applicant and surrounding neighbors an opportunity to review preliminary development proposals. The meeting should solicit input and exchange information about the proposal. The applicant shall record attendance on a sign-in sheet and shall create a summary of the meeting discussion, which shall be submitted with the formal application. Material shared during a public meeting should be considered a matter of public record.

#### What type of public notice is required?

Neighborhood meetings must comply with public notice requirements in [Section 17-52 of the Broomfield Municipal Code](#). This includes a mail notice and sign(s) posted on-site. A notice in the newspaper is not required for neighborhood meetings.

The applicant is responsible for generating and mailing the mail notices and creating and posting the sign(s) on site. The notices should include the name of the project, the date/time/place of the meeting, and a description of the proposed development, the applicant's contact information (phone number). A web link and QR code should be provided for virtual meetings. A note should be added to the notice that states that the meeting will conclude fifteen minutes after it is scheduled to begin if nobody attends. Mail notices should include the legal description of the property. Upon request, the Planning Division will provide the applicant with a list of addresses for property owners and renters within

the notification radius within Broomfield's jurisdiction. The applicant will need to obtain other addresses if outside Broomfield's jurisdiction.

### **When should the neighborhood meeting be held?**

The neighborhood meeting must be completed prior to the official submittal of an application for a rezoning, final plat, use by special review, planned unit development, site development plan, urban renewal site plan, or amendments to these plans. If a concept review is required for the proposed development, the neighborhood meeting can be held either before or after the concept review.

### **Who should be invited to the meeting?**

Property owners within at least 1,000 feet of the project site should be invited to the neighborhood meeting. The Planning Division may recommend an enhanced radius for projects of high interest or potential impact to the community.

Please be sure to send a copy of the invitation notice to the Planning Division by email ([planning@broomfield.org](mailto:planning@broomfield.org)) and mail (see address above).

## **General Guidelines**

### **Requirements**

- Public notice, in advance of the official application, consistent with [Section 17-52 of the Broomfield Municipal Code](#).
- A sign-in sheet or record of attendees and total attendance count.
- Notes of community comments, questions, and/or concerns to be provided to staff after the meeting.

### **Suggested materials to bring/share**

- Tentative Site Plan/Plat/PUD/etc.
- Renderings or photos from example sites
- Powerpoint presentation

### **Meeting Locations**

A required neighborhood meeting may be held virtually (through a platform like Zoom) or in a physical location convenient to area residents and interested parties such as at:

- Broomfield Facilities: Public Library/Auditorium, Human Health Services Building, Community Center
- Schools or Religious Institutions
- Neighborhood Clubhouse

The host should coordinate the location with a representative from the desired location prior to the meeting to confirm availability, time, any fees, etc.

### **Sample Meeting Notice Template**

For your convenience, Broomfield has prepared a Sample Meeting Notice Template, if you wish to use this model.

### **Questions**

For any additional questions or concerns about these meetings, please contact the project case planner or the planner on call at [planning@broomfield.org](mailto:planning@broomfield.org).