



NEIGHBORHOOD MEETINGS: FREQUENTLY ASKED QUESTIONS

Are community meetings required?

Yes, neighborhood meetings are required by the City and County of Broomfield for final plats, use by special reviews, planned unit development plans (and amendments), and site development plans (and amendments). Minor site development plans (administrative modifications), variances, and minor plats do not require neighborhood meetings.

If you are unsure of whether or not your project is required to host a meeting, contact the Planning Division.

Where can a community meeting be held?

A community 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 if necessary to protect public health due to COVID-19.

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

What is the purpose of this meeting?

The neighborhood meeting provides the applicant and surrounding property owners an opportunity to review preliminary requests. 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.

What Type of Public Notice is Required?

Neighborhood meetings are required to meet 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. A weblink and phone number to call into should be provided for virtual meetings. A note should be added to the notices 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.

Planning staff will provide the applicant a list of addresses for property owners and renters within the notification radius.

When is the public meeting required to be held?

The neighborhood meeting must be completed prior to the official submittal of an application for a final plat, use by special review, planned unit development, or site development plan.

Who should be invited to the meeting?

Property owners within at least 1000 feet of the project site should be invited to the community meeting. The Planning Division may recommend an enhanced radius for projects that are high profile or of high interest to the community.

Please be sure to send a copy of the invitation notice to the Planning Division (planning@broomfield.org).

HOSTING A NEIGHBORHOOD MEETING:

We require:

- A sign in sheet or record of attendees
- A count of attendance
- Notes of community concerns.

Suggested materials to bring to a community meeting:

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

A community meeting should be held virtually (through a platform like Zoom) when necessary to protect public health, or in a physical location convenient to area property owners such as:

- Public Library
- Human Health Services Building
- Schools and Churches
- Broomfield Community Center
- Neighborhood Clubhouse

Suggest wording notice to state the meeting will conclude at a specific time if there are no attendees.

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

For any additional questions or concerns about community meetings, please contact the project case planner or the planner on call at planning@broomfield.org.