

Hosting a Community Information Meeting *per the Denver Zoning Code*

1) Meeting Purpose

A community information meeting gives the developer an early opportunity to share their development concept with the surrounding community, and ensures the community is informed about what is being proposed in their area.

This community information meeting is not intended to establish a new community vision for the subject site or to override the existing adopted plan guidance for the area. If the site lacks clear and sufficient guidance from adopted plans, then staff from Community Planning and Development will lead a separate public planning process. The project applicant is not responsible for this.

2) Meeting Preparation and Content

Preparation

Before scheduling or sending notices of an upcoming community information meeting, each project applicant must meet with city staff to discuss the meeting format, presentation materials, logistics, setup and accessibility accommodations. City staff will review your proposed presentation and may suggest revisions or additions if needed.

Meeting Topics

As the project applicant, you will facilitate the meeting and present the following:

- Introduce development team members and their roles, and provide contact information
- Share your proposed development concept with the community
- Discuss the proposed land use(s), any infrastructure improvements that will accompany the project, and development timelines (if known)
- Address how it furthers the community vision already established in existing adopted plans
- Explain the next steps in your development process
 - For projects in the Large Development Review (LDR) process, based on discussions with staff, this may be a topic that city staff presents.
 - Examples: Will you pursue a rezoning? Will there be an infrastructure master plan or a transportation plan submitted for city approval? Will the city lead a public planning process for this site before development can proceed? (City staff will speak to the latter if it's applicable for your site.)

- Outline any future opportunities for public outreach, if applicable.
 - Examples: Will there be additional public comment opportunities at Planning Board or City Council? Are you open to a future conversation with a neighborhood group around a Community Benefits Agreement? This type of information will not apply to every project.

Staff from Community Planning & Development will attend your meeting and will be available to help answer questions from the public about city regulations and codes. City staff will present any information necessary regarding city plans or processes applicable to the project, but will not take a position on the project itself.

3) Listening and Responding to Community Input

The public will ask questions of you at the community information meeting — this is expected and encouraged. For many neighbors, simply being able to ask questions and receive answers directly from the development team can have a long-term positive impact on the project’s relationship with its neighbors. Every project applicant should be available and willing to answer questions about their development proposal, and should have a mechanism for considering feedback received during the meeting.

For Large Development Review (LDR) applicants only, the feedback received at the community information meeting must be summarized and submitted to city staff, and will be reflected in the final framework document at the end of the LDR process.

Procedures and Deadlines

At least one month before the meeting

Regardless of the applicant, every community information meeting must be announced to the public in the same manner and at least 21 days in advance of the meeting. City staff have created standardized materials to make this process easier on you. To ensure you can meet the 21-day advance notice deadline, request these materials from city staff as soon as you have decided upon a date and location for your community information meeting:

- A sign to post onsite
- A mailer and an email template
- A mailing list of all parties to be notified
- Affidavits certifying that the public notice meets the requirements of the Denver Zoning code

Choosing a time and location for the meeting

The meeting should occur at or near the project site. The location must be accessible to the public and to those living with disabilities, and must be large enough to accommodate everyone.

The meeting date and time must be workable for city staff and the area’s councilmember (including at-large councilmembers) to attend, and cannot conflict with another event in that community.

Providing for language interpretation services

The mailed and emailed meeting announcements must include a statement that language interpretation services will be made available if requested by residents. Project applicants are responsible for arranging language interpretation services.

At least 21 days before the meeting

Post the sign(s) onsite according to the instructions given to you by city staff. At least two days prior to the official 21-day notice date, mail written notice to all parties listed on the mailing list provided to you by staff. Property owners and tenants must be notified by mail, but registered neighborhood organizations and city council members whose districts include the project site and any other relevant community organizations identified by your team or city staff can be either mailed or emailed.

Once you have notified everyone, return the completed affidavit to city staff.

Cancellations, delays, or other unexpected changes

All changes must be communicated to staff and to all parties who received the initial meeting announcement.

Within 15 days after the meeting

Within 15 days of the community information meeting:

- Submit a summary of the meeting to city staff that accurately reflects the community feedback and questions received at the meeting
- Remove all signs that were posted onsite

Additional resources

Public notice requirements:

Denver Zoning Code Section 12.3.4.6

Denver's Neighborhood Equity & Stabilization Team (NEST): 720-913-1662

Large Development Review:

www.denvergov.org/LargeDevelopmentReview

Denver Zoning Code Section 12.4.12

Denver's Department of Housing Stability (HOST): 720-913-1534; housingstability@denvergov.org

Tiny Home Villages:

Denver Zoning Code Section 11.11.17

Registered Neighborhood Organizations:

www.denvergov.org/RNO