



Larimer County Land Use Code

Neighbor Input Process

A Guide For Applicants

Community Development Department

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Neighborhood meetings must be conducted by the applicant or the applicants' designee, and a written report of the meeting must be prepared and submitted to the Planning Department.

For more information on neighborhood meeting requirements, please see the reverse page.

Goals of Neighbor Input:

- To provide information about a land use proposal and allow the opportunity for property owners in the vicinity to comment.
- To gather neighbor comments, concerns, and suggestions about a development proposal early in the review.
- To provide the opportunity for comments and concerns to be addressed by the applicant

Neighbor Notification Process:

In the development review process, there are two phases; 1) sketch plan and 2) public hearing. During each phase, affected property owners in the vicinity of the proposal will be notified of the project.

Neighborhood Meeting Process:

After the sketch plan review phase, a neighborhood meeting may be required. The Planning Director will determine if a meeting is required based on land use impact or neighbor comments.

If a neighborhood meeting is required, notice of the meeting will be mailed to the affected property owners.

Applicant Responsibilities:

Be Open to Comments and Questions -

- Questions and comments received from the public can significantly help in the review and design of a project. Listening and possibly addressing potential concerns may help in the reduction of future project obstacles and delays.

Respond to Comments -

- Comments given by surrounding property owners during the sketch plan phase and from the neighborhood meeting (if applicable) shall be responded to by the applicant. The applicant must indicate how they will or will not incorporate the comments into their project.

Provide a Written Report -

- Comments must be addressed by written report and submitted with the Public Hearing application materials.
- In the report, the applicant must document and respond to all comments provided at the sketch plan meeting and the neighborhood meeting (if applicable). Please see the attached handout on how to respond to neighbor comments.

NEED MORE INFORMATION?

For more information on the Neighborhood Input Process call the Planning Division at 970-498-7679.

Guide to Holding a Neighborhood Meeting

If determined by the Planning Director, a neighborhood meeting must be conducted after the Sketch Plan Review phase of a project but before an application is submitted for any procedure requiring a public hearing.

Neighborhood Meeting Process

Neighborhood meetings shall be conducted by the applicant or a designee. The applicant can hire a meeting facilitator if desired, although a facilitator is not required.

The applicant shall work with Planning Staff to coordinate a meeting time and place for the neighborhood meeting. The time and location should be convenient for the affected property owners that may attend. The meeting place should be at or near the project site or at a convenient, neutral location.

The applicant will be responsible for submitting the neighborhood meeting information to the Planning Division. The Planning Division will then mail the neighborhood meeting notice to property owners in the vicinity of the proposal. Notice of the meeting must be sent to the affected property owners and residents at least fourteen (14) days prior to the scheduled neighborhood meeting. Failure to receive the information in a timely manner may result in the postponement of the neighborhood meeting.

The Staff Planner will attend the neighborhood meeting as a resource for process questions. Staff will not be participating as a facilitator, note taker, or otherwise have a role in the meeting.

The applicant is responsible for all expenses of the neighborhood meeting including facility costs and facilitator's fee (if applicable).

During the Neighborhood Meeting

The expectation is that the neighborhood meeting will be facilitated in a neutral manner and be an environment of free exchange.

Meeting notes should be taken during the meeting. A written report of the neighborhood comments will be required with the Public Hearing Phase submittal of the project. During the meeting, please document the following and include in the written report:

- The date, start time, end time, and location of the neighborhood meeting.
- Sign in sheet for the public that is attending the meeting.
- Comments/questions asked by the public.
- Response(s) made to those comments/questions.

Neighborhood Comments

A Guide On How to Respond

Comments received from surrounding property owners during the Sketch Plan phase and from the Neighborhood Meeting (if applicable) must be addressed by the applicant. The applicant

shall provide a report with the public hearing submittal that shows how neighbor comments will or will not be incorporated into the project. One report can be provided for all neighbor comments, whether they were received during Sketch Plan and/or during a Neighborhood Meeting.

The following provides general guidance for how the "Neighbor Comment Report" should look and what should be included.

Neighbor Comment Report

Section 1: Introduction, General Information

Include general information about the comments and/or the meeting

This section should include general information about the project and should indicate whether comments were received during the sketch plan review and/or at a neighborhood meeting (if applicable). In the report, please list the project name and applicant name.

If a neighborhood meeting was held, please provide the following information about the neighborhood meeting:

Date, Location, Start Time, End Time, Meeting Facilitator, Note taker, Number of people in attendance

Section 2: Detailed Response to Comments

Include an overall description of neighbor issues and how they will be addressed

This section should provide responses to neighbor comments. It should be provided in a question/answer format by listing the question(s) asked followed by the response. Comments can be grouped into categories such as Traffic Concerns, Noise Concerns, etc. Responses should provide an explanation about what was changed in the project in response to comments or explain if the project was not changed and why.

Written Report Format

Provided below is an example of the preferred format of a written report. Please list the comment topic followed by the comment(s) received and how the comment was addressed.

Topic

Comments:

This section should include direct comments from neighbors. Similar comments can be combined into one section so the general comment only has to be addressed once.

How the Comment is addressed:

This section should discuss what actions were taken to address the specific comment.

Example – Comment Responses:

Comment Topic

Response example for project that can accommodate comments:

“The road access was moved to accommodate noise concerns from neighbors.”

Response example for project that cannot accommodate comments:

“Though the neighbors requested the access be moved to the west side to reduce noise, the only viable septic location is on the west side, so the access cannot be changed.”

Example – Grouping Similar Topics:

Noise Concerns

Comments:

Neighbors 1& 2 requested that the main access point to the property be moved to minimize noise adjacent to their homes.

Response:

The access cannot be moved as the only other viable location is on the west and that is also the only other location for the septic facility.

Comments:

Neighbors 3 & 4 requested that the a berm be placed adjacent to the access point to minimize noise from incoming traffic.

Response:

An 8’ berm will be shown on the final landscape and site plans to provide a buffer between the access point and the nearby homes.