NEIGHBORHOOD MEETING RESOURCE & TEMPLATE PACKAGE

Neighborhood Meeting Requirements

Thank you for your interest in working with Orem City. Within this package is a list of the Neighborhood Meeting requirements and a copy of all authorized templates.

A Neighborhood Meeting must be held for all projects proposing a **Full Site Plan** that is either located within or adjacent to a residential zone, or for projects proposing a **Rezone**.

Neighborhood meetings must be held **before** applying for the project. Any individual or entity who holds a Neighborhood Meeting must:

- Provide mailed notice of the meeting, postmarked 21 calendar days before the date of the meeting;
- Notify neighbors within a 2,000 foot radius for Rezones and a 1,000 foot radius for Full Site Plans using a mailing list retrieved by an Orem City Planner;
- Produce notices, meeting minutes, and meeting rosters using the City's authorized templates;
- Hold the meeting within City boundaries on any week night after 6:00 PM or Saturday after 9:00 AM;
- Schedule the meeting on a day that is **NOT** a Planning Commission or City Council Meeting day and;
- Shall **NOT** schedule the meeting on the day of, before, or after a holiday

Phone calls and door-to-door contacts are not considered neighborhood meetings. If you need an editable .doc format of any of these templates, please contact an Associate Planner.

Replace all red font and images in the templates below with relevant information.

All legal language referencing 22-14-20(I) **MUST** remain.

Instructional red text may be deleted upon completion.

COMPANY NAME

NOTICE OF NEIGHBORHOOD MEETING

Company Name or Letterhead I *801-XXX-XXXX*

Dear Neighbor,

This letter is to inform you of an upcoming Neighborhood Meeting to discuss a proposed project in your area.

We are proposing to build our new Box Store at **000 East 000 South**. Provide a brief project description.



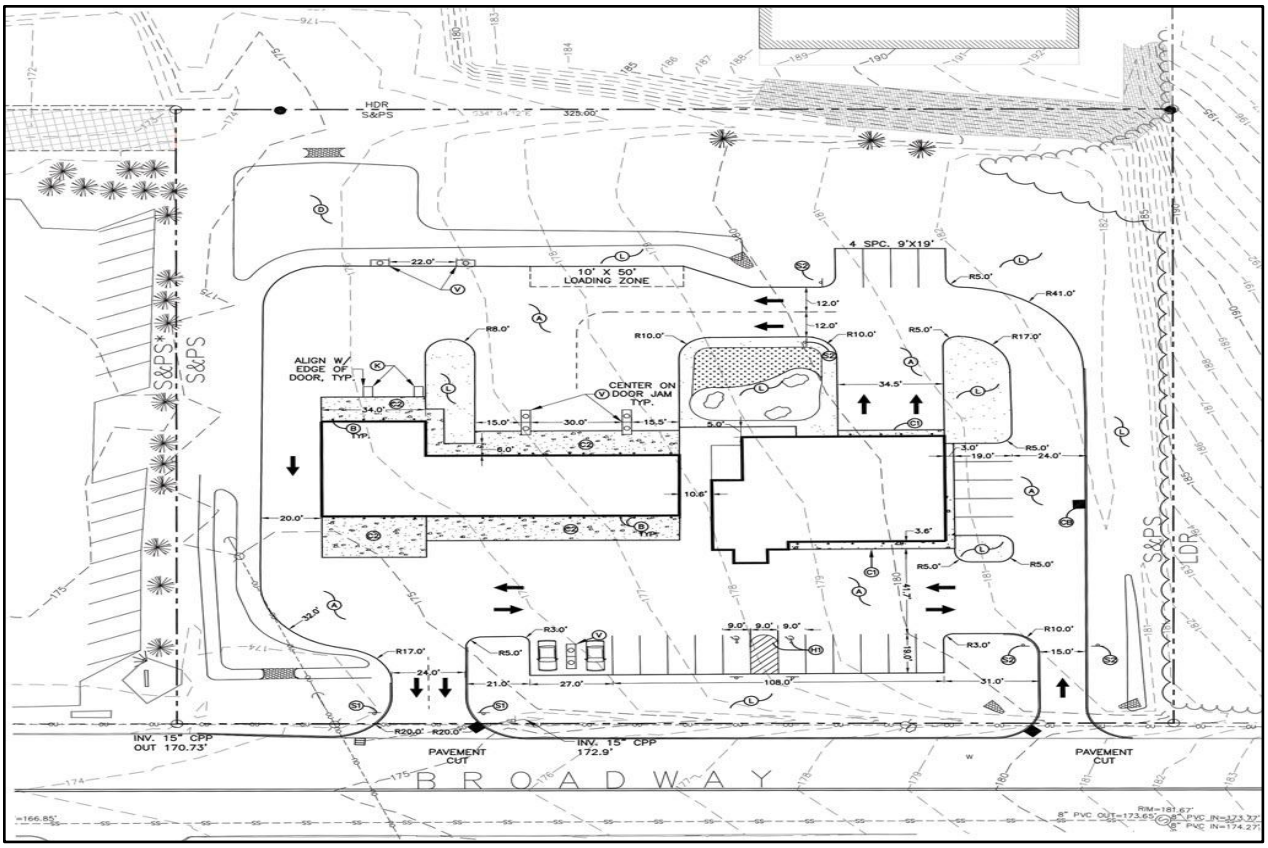
Pursuant to Orem City Code Section 22-14-20(I), this meeting is being held to discuss the project with you. This is an opportunity for you to review the plans and provide input and recommendations regarding the project. This application has not yet been reviewed by the City and is subject to change during the review process.

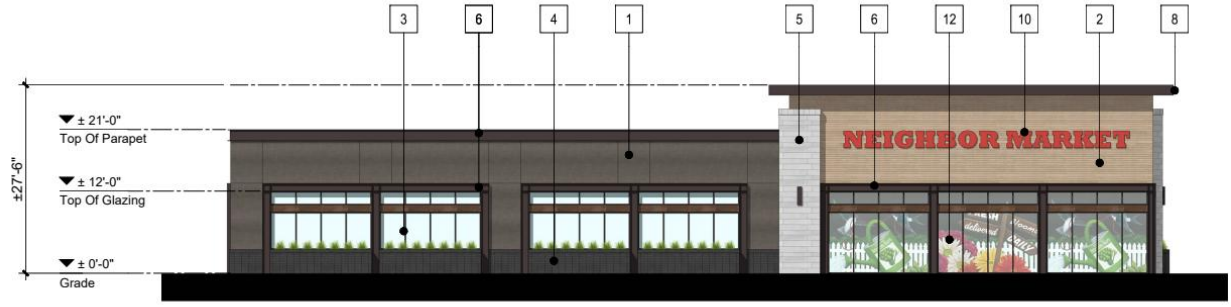
We invite you to learn about the proposal, ask questions, and provide feedback and comments.

The Neighborhood Meeting will be held at:

Orem City Recreation Center
56 N State Street, Orem - Ponderosa Conference Room, 2nd floor
6:30 pm to 7:30 pm on Wednesday, February 25th

If you are unable to attend the meeting, and wish to make a public comment, or have questions prior to the meeting, please contact John Doe at **(XXX) XXX - XXX** or ***example@email.com***





3. North Elevation facing Concar Drive



4. West Elevation facing Delaware Street

Neighborhood Meeting Minutes

LOCATION: 56 N State Street, Ponderosa Meeting Room
TIME START: 6:33 PM

PROJECT/PROPOSAL: John Doe's New Box Store

PRESENTER: Name of Presenter, Summary of items presented
(Provide a copy of the presentation, fliers, slides or other materials that were shown)

OPEN FOR COMMENT:

Name of commenter: Summary of comment

Name of commenter: Summary of comment

Name of commenter: Summary of comment

Name of commenter: Summary of comment

Example:

Jane Doe: Jane disagreed with the plan and would prefer it remained a residential location.

COMMENTS CLOSED.

PRESENTER: Final remark summary.

TIME STOP: 6:32 PM

Neighborhood Meeting Roster

Name	Phone Number	Email

COMMENT CARD

Name: _____

COMMENT CARD

Name: _____

COMMENT CARD

Name: _____

COMMENT CARD

Name: _____