

## Project Meeting & Mailer Information

A project meeting may be required prior to any type of approval. The City of Westminster places a high priority on contact with adjacent property owners and existing projects that could be affected by a new development proposal. As part of the development review process, the City of Westminster requires that the applicants representing new projects contact the surrounding property owners regarding their proposed developments. **The applicant is responsible for all public mailing notifications.** The City will provide a notice letter template as well as a notification map and mailing list.

The Project Meeting will be led by the applicant / development team, with the Project Planner attending to answer any questions about the development review or public hearing process. The Project Meeting is a valuable tool for the applicant to determine issues of importance to the surrounding community and make alterations to the development plans. In addition, addressing project concerns and identifying merits of the proposal through proactive contact with the project can help address negative comments that could occur later in the public hearing forum.

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### TIMING

Contact with surrounding neighbors is typically made between the first and second plan set reviews. This gives the applicant an opportunity to respond to the City's initial comments and revise the plan accordingly, prior to conducting the project meeting. In addition, attendees will be able to review the plan with enough detail that any questions they have can be addressed. Design pieces such as landscaping, architecture, site design, buffers and setbacks, and similar elements will be far enough along at this stage to provide realistic and accurate representations of the project. Also, because the project meeting occurs early in the development review process, changes necessitated by suggestions and concerns expressed by attendees can be made by the applicant at a point where alterations are less difficult and costly.

Scheduling of the project meeting must be made 30 days in advance of the meeting date. This 30-day allowance allows the applicant to book a meeting venue, organize the appropriate materials for the meeting, and mail the required notices in advance.

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### WHO MUST BE NOTIFIED

Project contact must be made to all addresses and property owners within 1000 feet of the site property lines. Because each proposed development and surrounding community is unique, this distance must be discussed with the assigned Project Planner. It may be necessary to go beyond the 1000-foot notification boundary to inform other parties that may be affected by the development. The Project Planner will provide the mailing list for the applicant's use, which will include:

- A list of property addresses along with the corresponding owner addresses of all parcels within 1000 feet of the site boundaries.
- A map outlining the 1000-foot boundary.

Certification from the developer that the required notices were mailed (with mailing date indicated) must be provided to the City Planner following the mailing.

**Note:** H.B. 1088 (2001) requires surface owners to provide mineral estate owners with written notice prior to the time of any necessary public hearings regarding surface development, zoning changes or subdivisions. It is the responsibility of the applicant, not the City, to identify and notify all mineral estate owners with any interest in the applicant's property.

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## **FORMS OF PROJECT CONTACT**

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There are two ways for the applicant to satisfy the project contact requirement as determined by the Project Planner. One is to conduct a **project meeting** to present the project proposal, answer questions and address project concerns in an in-person setting. A second is to **mail informational packets** to the surrounding property owners. With each of these two notification procedures, be certain to leave adequate time for City staff to review and approve all project contact correspondence prior to mailing. Based on project concerns and comments, subsequent contact(s) with the project(s) may be necessary.

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### **OPTION 1: IN-PERSON PROJECT MEETING**

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The Applicant/Developer will be responsible for arranging a meeting location, mailing required notices, and providing an illustrative presentation for meeting attendees.

Meeting Requirements:

- Schedule meetings on Wednesdays from 5:30-7pm to avoid conflicts with public hearings and encourage greater attendance
- Venue must be located within close proximity to the development site
- Room sized for a minimum of 30 people with seating  
(Requirements may be adjusted in consultation with the City Planner)

City staff will open the meeting with a brief description of the proposal and close the meeting and answer any questions as needed. The applicant will then present their project proposal in detail. The meeting may be conducted as an "open house" or "lecture" type of meeting depending on the desires of the applicant. A record of attendees is required to be taken by the applicant and a copy sent to the Project Planner following the meeting.

Project meetings typically utilize PowerPoint presentations where that applicant presents site and landscape plans, building elevations and other illustrative images of the proposed development. The meeting allows the applicant to present the project, explain various attributes of a proposal and elaborate on design elements which may help alleviate concerns of surrounding neighbors. It also enables the applicant to answer questions and address concerns in a real-time setting.

It is necessary to provide a minimum 14-days written notice of the meeting details. City Staff will provide the applicant with the project meeting notice. A vicinity map, site plan, building elevations and similar elements may be required to be included with this notice.

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## **OPTION 2: MAILING INFORMATIONAL PACKETS**

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A second form of project contact is achieved by mailing an informational packet outlining the details of the proposed project. The applicant sends a letter including reduced-sized copies of the proposed plans and elevations to the neighboring properties. A detailed letter is crucial for this type of contact since the recipient may not be familiar with, or understand, site plans. The letter should attempt to anticipate and address questions that might arise related to the proposed project. This helps reduce anxiety and confusion related to the proposal on the part of the recipient. The cover letter should:

- Indicate the purpose of the letter.
- Describe the development proposal (including location, type of use, building size(s), architectural materials, site layout, amenities and benefits, etc.).
- Identify the development team, contact names, and phone numbers to answer questions (also needs to include the City contact name and phone number).
- Specify the procedures necessary for project approval along with tentative timing.
- Indicate whether the land use proposed is currently permitted on the property.
- Highlight elements incorporated into the design that may help alleviate residents' and neighboring property owners' concerns.