



Memorandum

To: All Residential Home Builders

From: James Wolinski, Director, Community Development

Subject: Public Meeting Requirement

Date: September 6, 2005

The Community Development Department is instituting a new policy, effective immediately, concerning the development of new single family homes, new townhouses, and new multi-family buildings. Prior to the issuance of a building permit for any of the aforementioned, the developer/owner must conduct a neighborhood meeting for the purpose of informing neighbors of what is being developed. Plans must be available for review.

The date, time, and place of the meeting should be included in a flyer, distributed to properties on both sides of the street on the block of the proposed development. The flyer and an attendance sheet of all neighbors who attended the meeting must be presented to the Building Division Permit desk prior to the issuance of a building permit.

The purpose here is merely to inform residents of changes taking place in their neighborhood. It is not meant to impede or delay development.

IF YOU ARE REQUIRED TO SEEK ZONING RELIEF FOR YOUR PROJECT, THIS MEETING HAS NO EFFECT ON THE REQUIREMENTS LISTED IN THE ZONING ORDINANCE.

Your cooperation is appreciated.