

FAQs

Can the meeting be held at the subject property?

Yes, if it is large enough and provides enough seating to accommodate those invited.

How do I identify my adjoining property owners?

You can use LOJIC (www.lojic.org) to locate your property and obtain the addresses of the surrounding properties. Next, search the address using the sheriff's department's website (www.jcsoky.org) to obtain the property owner's information.

Can I ask for my neighbors to RSVP?

No.

Will my case manager be attending the meeting?

No. This is an opportunity for the applicant to speak candidly with neighbors.

What if someone asks a question that I don't know the answer to?

Tell them you're not sure of the answer and provide them with the contact information for your case manager. Also refer to the *After the Neighborhood Meeting* handout.

What if nobody attends the neighborhood meeting?

Draft a meeting summary explaining that nobody attended the meeting.

For more information about Planning & Design Services, visit:

<https://louisvilleky.gov/government/planning-design>

Neighborhood Meeting Timeline/Checklist

- ___ 1. Select a Date and Time for your neighborhood meeting
- ___ 2. Draft Neighborhood Meeting Notice
- ___ 3. Identify Adjoining Property Owners
- ___ 4. Send Neighborhood Meeting Notice to Case Manager for Approval 14 Days in Advance
- ___ 5. Mail out Neighborhood Meeting Notices to all Required Parties 14 Days In Advance
- ___ 6. Conduct Neighborhood Meeting
- ___ 7. Prepare a summary of the meeting
- ___ 8. Gather all necessary documentation for formal filing

How to Host a Neighborhood Meeting

In Louisville Metro



Develop Louisville
Planning & Design Services
444 S. 5th Street
Suite 300
Louisville, KY 40202
502-574-6230
M-F 8:00 AM-5:00 PM



A Neighborhood Meeting and How to Host One

What is a Neighborhood Meeting?

A Neighborhood Meeting is an opportunity for the applicants and surrounding neighbors to discuss and develop an understanding of the proposal prior to a public hearing.

Why do I need to Host a Neighborhood Meeting?

Per the Land Development Code, a preliminary neighborhood meeting is required to be hosted by an applicant prior to the formal filing of a change in zoning, conditional use permit & preliminary subdivision application. This is not to be confused with a public hearing.

When Can I Host the Neighborhood Meeting?

A neighborhood meeting must be held on a weekday, starting no earlier than 6:00pm and no later than 8:00pm.

Neighborhood Meetings shall not be held on National Holidays. It is encouraged that religious and other significant holidays also be avoided.

The date of the meeting must be a minimum of **14 days** after the Neighborhood Meeting Notice letter is sent out.

Where Can I Host the Neighborhood Meeting?

The neighborhood meeting shall be hosted inside a building with enough space & seating to accommodate expected attendees.

For Conditional Use Permits Only

The meeting location shall be within 1 mile of the subject property, unless otherwise approved by the case manager.

Who Needs to be Invited?

- *1st Tier Properties:* Any property adjoining the subject site at any point, including across the street or alley within 500ft.
- *2nd Tier Properties:* Any property adjoining the 1st tier properties within 500ft.
- The Mayor & City Clerk of Suburban Cities, if applicable.
- Metro Council District Representative.
- Case Manager, if one has been assigned, or a Planning and Design Services Staff.



What do I do at the Neighborhood Meeting?

Maintain a sign-in sheet of the attendees.

Inform attendees of your proposal and address any questions or concerns they might have.

Note questions and concerns asked by attendees and the response to them.

Moderator of the meeting should have a thorough understanding of the proposal

Distribute the *After the Neighborhood Meeting* flyer.

What Do I Do After the Neighborhood Meeting?

Once the neighborhood meeting has been completed, the applicant has **90 days** to formally file with Planning and Design Services.

The applicant will need to submit the following:

- List of those who received the notice
- Neighborhood Meeting Notification Letter
- Sign-in Sheet
- Summary of the meeting detailing specific items of concern and proposed resolutions
- Create mailing labels for those who attended the meeting but are not adjoining property owners.