

### 3.05 Neighborhood Meetings

3.05.01 Neighborhood meetings for zoning map amendments and subdivision requests shall be held in accordance with the applicable section of the Land Development Code.

#### 3.05.02 Neighborhood Meeting Scheduling Requirements

(1) Neighborhood meetings shall not be held on national holidays. Additionally, there shall be no neighborhood meetings scheduled for the week of Thanksgiving nor between December 23 and January 2. It is recommended that religious and other significant holidays be avoided.

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(2) Neighborhood meetings shall not be held on the same night as regularly scheduled Metro Council meetings.

(3) Neighborhood meetings shall be held on weekdays (Friday evening is considered a weekend), starting no earlier than 6:00 p.m. and no later than 8:00 p.m.

(4) The date of the meeting must be a minimum of 14 days after the Neighborhood Meeting Notice is sent out. *(NOTE: This includes the electronic notice emailed by Planning & Design Services staff.)*

(5) Neighborhood meetings shall be held inside a building with enough space and seating capacity to accommodate those invited to the meeting.

(6) Neighborhood meetings shall be held in Jefferson County, within reasonable proximity to the subject site. *(NOTE: Neighborhood meetings for Conditional Use Permits are required to be within one (1) mile of the subject site unless approved by the case manager.)*

(7) A virtual neighborhood meeting may be required in addition to a regular neighborhood meeting as a means of providing an additional option for interested parties to participate. This meeting may be held concurrently with the regular neighborhood meeting or on a separate date and time. The applicant shall be required to meet the Security and Increased Feedback requirements for Virtual Neighborhood Meetings described below.