



DEVELOPMENT SERVICES DEPARTMENT

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Neighborhood Meeting Guidelines for Remotely Held Meetings

Neighborhood meetings are required by Garden City Code for some development applications. These meetings have been traditionally held at a physical location such as the project site or a publicly accessible place. However, the Covid-19 pandemic presents serious health challenges to holding these meetings in person. To protect the health and safety of the community, the following guidelines are provided to assist in holding neighborhood meetings.

Holding a Meeting

Neighborhood meetings must be reasonably accessible to attendees. A phone in option must be provided to attendees. Video conferencing apps such as Zoom or Go To Meeting may also be used in addition to the phone in option but is not required.

Noticing the Meeting

A written notice of meeting to property owners within 300' of the subject property is still required at least 10 days prior to holding the meeting. The notice must contain the following:

- Date and time of meeting
- Phone number to call into the meeting
- If video conferencing is to be utilized, the web address of the meeting must be provided
- A paper copy of your neighborhood meeting exhibits should be included in the notice to ensure that remote attendees have the correct information.
- A contact phone number and e-mail should be included in the notice for individuals who are unable to attend but wish to discuss the project.

Documenting the Meeting

Documentation of the meeting is required and shall be provided in PDF format. The following documentation is required

- A copy of the meeting notice
- A list of property owners within 300'
- A list of meeting attendees
- A sworn and notarized affidavit swearing that the neighborhood meeting was held in accordance with Garden City Code

Additional Information

If you have any questions about neighborhood meetings, please e-mail building@gardencityidaho.org or call 208-472-2921.