



**CITY OF EAGLE
PLANNING AND ZONING
NEIGHBORHOOD MEETING
REQUIREMENTS**

660 E. Civic Lane, Eagle, Idaho 83616
Phone: (208)939-0227 www.cityofeagle.org

Neighborhood meetings shall be in accordance with [Eagle City Code 8-2-8](#).

B. Neighborhood Meetings: Applicants shall conduct a neighborhood meeting for comprehensive plan amendments, variances, conditional uses, Zoning Ordinance map amendments, and subdivisions. A neighborhood meeting shall not be required for City initiated applications. (Ord. 809, 4-9-2019)

1. Meeting Requirements:

- a. It shall be the sole duty of the applicant to provide mailed written notice, in a form deemed appropriate by the zoning administrator, to all property owners or purchasers of record owning property within the respective radius of the exterior boundary of the application property as set forth in Table B-1 below. Notice by mail shall also be provided to homeowners' associations that are contiguous to the exterior boundary of the application property. Mailed notice to neighborhood associations and any additional area that may be impacted by the proposed change shall be provided as determined by the zoning administrator. The neighborhood meeting written notice shall be provided by mail a minimum of fifteen (15) calendar days prior to the scheduled neighborhood meeting. For application properties which are 500-acres in size or larger, notice of the neighborhood meeting shall be provided to all property owners within the entire city limits.

Table B-1 Eagle City Code 8-7-8(B)	
Application property zoned:	The notice distance shall be:
RR and RUT	1,500 feet
A and A-R	1,500 feet
R-E	1,000 feet
R-1	800 feet
All other Zones	500 feet

- b. The purpose of the neighborhood meeting is for the applicant to provide project information to the property owners or purchasers of record mentioned in subsection B1a of this section.
 - (1) Meetings shall be on a Saturday between ten o'clock (10:00) A.M. and seven o'clock (7:00) P.M., or on a weekday between six o'clock (6:00) P.M. and eight o'clock (8:00) P.M. The meeting shall not be on a holiday, a holiday weekend, or the day before or after a holiday or holiday weekend.
 - (2) The meeting shall be held either on the application property, at the nearest public meeting place, or at an office space with suitable meeting facilities if such facilities are within the city of Eagle area of impact boundary.
- c. The neighborhood meeting shall be conducted prior to the submittal of the application.
- d. Application materials shall include a written verification of the neighborhood meeting and a dated copy of notice provided to affected property owners. (Ord. 699, 5-28-2013)