



# Neighborhood Meetings

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This handout summarizes procedures for conducting a neighborhood meeting for potential development projects. Please contact a planner at 952-939-8290 with specific questions regarding your project.

## **What is the Purpose of a Neighborhood Meeting?**

The city highly encourages and will sometimes require the developer to hold a neighborhood meeting prior the submittal of a formal development application. This meeting provides the developer with the opportunity to engage residents in a more relaxed and informal setting. At the meeting, the developer would present the project, gain feedback and discuss issues with those in attendance.

If possible, meetings are encouraged to be held on-site or in close proximity to the project location. Understanding facilities may not be available in every neighborhood, holding meetings at city hall is appropriate. Please contact a planner to schedule a meeting room at city hall or the community center.

## **Notification Regarding Neighborhood Meeting**

- All neighboring property owners within at least 400 feet of the property must be notified of the neighborhood meeting. The city will prepare a mailing list of the notification area and provide it to the developer who is responsible for the mailing.
- Information to include in the neighborhood notification letter:
  - Narrative from the developer describing the proposed project and including relevant information such as type and number of housing units, square feet of commercial building, project timing, anticipated start and completion dates.
  - Time and place of the meeting, i.e.— Wednesday, April 13, 2011, Shady Oak Room, Minnetonka Community Center, 5:00—6:00 p.m.
  - Developer contact information—address, email, phone number
  - Thank you for coming
- A copy of the neighborhood notification letter must be sent to the planning division at the same time the neighborhood mailings are delivered:

City of Minnetonka  
Planning Division  
14600 Minnetonka Blvd.  
Minnetonka, MN 55345