



City of McCall

COMMUNITY DEVELOPMENT

www.mccall.id.us

216 East Park Street
McCall, Idaho 83638

Phone 208-634-7052

Main 208-634-7142

Fax 208-634-3038

NEIGHBORHOOD MEETING PROCEDURES

Neighborhood meetings are required for the following applications:

- Annexation
- Conditional Use Permit
- Planned Unit Development
- Rezone
- Subdivision
- Variance

Meeting Requirements

McCall City Code Section 3.15.02(B) requires the following:

- The neighborhood meeting must occur between 7 and 75 days of application submittal.
- Notification of the neighborhood meeting shall be sent by US mail to all property owners within 300' of the site of the proposed application at least 14 days prior to the date of the meeting. The notice shall describe the application and invite those property owners to the neighborhood meeting to discuss the proposal. A list of property owners within 300-feet can be obtained from a title company with an office in Valley County.
- A summary of the comments received at the meeting and a listing of the persons attending must be included with the application.

Meeting Best Practices

- Hold the meeting at a reasonable date and time, either on-site or in a publicly accessible location. Virtual options in addition to physical meetings are encouraged.
 - If holding the meeting outdoors, set up seating, shade, water, and other items to decrease discomfort.
 - If holding the meeting indoors, make sure the facility is ADA compliant.
- Do not schedule meetings so late in the design/planning process that the neighborhood feedback cannot be easily incorporated.
- Prepare a brief presentation of the project concept. Graphics, maps, and handouts can be beneficial.
- Share your contact information with attendees.
- The goal is to get the project right. Do not be afraid to have multiple neighborhood meetings or to follow up individually until a consensus can be reached.