

## Neighborhood Information Meeting (NIM) Policy

**Policy Number: Z-03**

**Effective: January 1, 2021**

### Overview:

This policy provides additional requirements for Neighborhood Information Meetings (NIMs), which are a means for potential developers to inform neighbors and interested community members of a proposed land development project in an informal setting. Supplemental to the Unified Development Code (UDC) guidelines, this policy outlines requirements regarding required materials, location, and scheduling to promote consistency, transparency, and accessibility for all NIMs.

### Details:

For every Neighborhood Information Meeting (NIM):

- The applicant shall attend a Pre-Development Meeting before the submittal of a NIM application.
- The applicant shall submit a NIM application at least 25 days before the meeting date.
- The applicant shall submit all required materials and exhibits along with their NIM application.
- The applicant shall hold the meeting within 0.5 miles of the proposed project site unless a greater distance is approved by the Community Development Director.
- The applicant shall hold the meeting after 5 pm on a weekday (Monday – Friday).
- The applicant shall not hold the meeting on a date that conflicts with a City Council meeting, City Council Study Session, Planning Commission meetings, or any election dates.
- The applicant shall include a phone-in and virtual attendance option.
- The applicant shall provide equitable accommodations submitted in writing by a community member to the Community Development Departments at least five days before the NIM.
- The applicant shall present all required materials and exhibits listed on the UDC Application/Guide at the meeting (available at [www.rochestermn.gov/planning](http://www.rochestermn.gov/planning)).
- The applicant shall pay a \$120 Public Notice fee.

The following is required per section 60.500.030B.2 of the UDC (available at [www.rochestermn.gov/udc](http://www.rochestermn.gov/udc)):

- All applications that propose the development of residential with five or more units, mixed-use, commercial, or industrial development are required to administer a NIM. Applications requiring a NIM meeting can be in table 500.01-1 of the UDC.
- A NIM may be required if the Community Development Director determines that the project is likely to have material or unexpected impacts on the surrounding area.
- If an application is revised during the application process to include substantial changes from the project and plans shown at the initial NIM, the Community Development Director may require an additional NIM.
- The applicant shall complete and submit a NIM request form *at least* five business days before the notification mailing.

- The NIM must be held in an accessible facility, located in the same quadrant of the city, in which the development is proposed. If the Community Development Director has concerns regarding the choice of meeting facility, based on its design, accessibility, or proximity to residents who may be affected by the proposed development, the applicant may be required to select an alternate location.
- The Community Development Director will provide a mailed postcard notice of the NIM *at least* ten calendar days before the meeting and shall notify the Registered Neighborhood Association, if one exists, where the proposed development is located.
- NIMs shall not be scheduled to conflict with regularly scheduled City Council meetings or on federal holidays, including Election Day.
- Staff may attend but shall not present, evaluate, or approve development proposals at NIMs.
- A resulting Land Development Application shall include a report stating the time and location of the meeting, the number of attendees, and the topics discussed. The report shall list each concern raised at the meeting, and for each such concern, any changes made to the application in response to that concern or the reason why no change was made.
- The development application shall be submitted within 30 calendar days from the date of the NIM.

