



INSTRUCTIONS FOR PROJECT PREVIEW MEETING (PPM)

REQUIREMENTS FOR PPM

1. A Pre-Submittal Meeting is required prior to the Project Preview Meeting
2. The applicant shall submit the following conceptual materials:
 - a. Project name, location, tax map numbers, acreage, and owner, applicant, and representative contact information.
 - b. Vicinity map and conceptual plan showing boundaries, adjoining roads and uses, proposed lots and streets, access, and anticipated connections.
 - c. Proposed dwelling count, density, general lot sizes, phases, and utility service.
 - d. Open space acreage, percentage, location, uses, and proposed ownership, permanent protection, and maintenance.
 - e. Known streams, wetlands, floodplains, significant natural features, buffers, and anticipated stormwater facilities, distinguishing existing and proposed conditions.
 - f. Anticipated requests for relief and significant undetermined information or design elements.
3. Public Notice Requirements (completed at least seven days before the meeting):
 - a. The applicant shall post County-approved signs visible from each public road frontage and maintain them through the meeting.
 - b. The applicant shall mail notice to owners within 1500 feet of the project boundary, including across roads and rights-of-way, using current County ownership records. Staff shall verify the notice area and mailing list.★
 - c. The applicant shall notify neighborhood or homeowners associations within the notice area; electronic association notice is permitted. Staff shall verify the list of neighborhood or homeowners associations.★★ The applicant shall mail notice to owners within 1500 feet of the project boundary, including across roads and rights-of-way, using current County ownership records. Staff shall verify the notice area and mailing list.
4. Before the meeting, the applicant shall provide the notice, mailing list, mailing certification, and dated posting photographs to County Planning Staff. Failure to meet notice requirements requires rescheduling and new notice.



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MEETING PROCEDURES

1. Staff shall host the meeting at an accessible County-designated location and explain its purpose and the project review process. The meeting shall follow an open house format, with Applicants displaying project information and remaining available to answer questions and discuss their proposals with members of the public. Attendees may move freely among projects.
2. The applicant or a knowledgeable authorized representative shall attend throughout the project's allotted time, present legible conceptual materials, and respond to questions from the public. The presentation shall cover layout, open space, access, buffers, infrastructure, and anticipated schedule, distinguishing confirmed information from matters needing evaluation.
3. Staff shall be available to explain County requirements and assist with orderly discussion between Applicants and attendees. An attendance sheet and written comment method shall be made available for the public. Written comments addressed to the applicant may be submitted up to five business days after the meeting.
4. Completion does not depend on attendance numbers. Applicant absence or failure to provide a meaningful presentation and discussion requires another meeting with new notice.

MEETING REPORT

1. The applicant shall submit a meeting report with the formal application, including:
 - a. Meeting date and location, notice documentation, reasonably ascertainable attendance, materials presented, and written comments received through the comment deadline.
 - b. A fair summary of questions and concerns, including unresolved issues; applicant responses and proposed changes; and explanations for concerns the applicant cannot or does not intend to address.
 - c. Changes between the presented proposal and the formal application.
2. Staff shall retain the materials and report in the project record and make them available for Commission review and public access, subject to FOIA requirements. Missing documentation shall be identified in writing and corrected through applicable intake procedures.