CITY OF SAN MATEO
COMMUNITY DEVELOPMENT DEPARTMENT

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San Mateo, CA 94403
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How to Facilitate a Neighborhood Meeting

The neighborhood meeting is an important step in the entitlement process in which the community can provide feedback on a preliminary development application. The meeting is organized and facilitated by the applicant to provide the community with an opportunity to learn about the proposed development and provide meaningful feedback at the initial stage of an application process.

For the City, neighborhood meeting is a valuable tool that supports a transparent and a collaborative planning process. It improves project outcomes and assists the decision makers in understanding community perspectives on a preliminary development application.

Can the applicant modify the mailer after City Staff approves it?

No. The applicant must send the mailer which is stamped and approved by the City Staff. Mailing an incorrect, incomplete or an altered notice may require the applicant to conduct a new meeting.

What are the recording requirements for the meeting?

The meeting must be recorded with both video and audio, and the applicant should inform all attendees that the meeting is being recorded. A recording without a video may not be accepted by the staff. The applicant shall provide a publicly viewable link to the recording after completion of the meeting which will be added to the project webpage.

What platform should the meeting be hosted on?

To facilitate recording, it is recommended that the applicant uses meeting platform such as Zoom, that does not require the attendees to create an account.

How long must the meeting last?

The required duration depends on the applicant's project type. Meetings for Tier III projects must last a minimum of 40 minutes, and Tier IV projects minimum of one hour. If there are no additional comments and the meeting time has not yet been concluded, the applicant and staff will remain on the call until the end of the meeting to ensure no additional guests join.

What are the presentation requirements for the applicant?

The applicant shall provide a presentation outlining the details of the proposed development including but not limited to project location, general site design, demolition of existing buildings if required, building height, landscaping, number of units (if applicable), floor area, parking, proposed land uses, whether the residential units are intended for rental or sale, and any proposed tree removal.

What is the applicant's responsibility towards public comments and Q&A?

The applicant should provide residents with an opportunity to speak on the project and shall facilitate the meeting by calling on residents to speak and ask questions; while also monitoring the chat for any written questions. The applicant is expected to answer any project-specific questions directed to them to the best of their ability. Should any residents request additional follow-up information, the requested information will be provided by the most appropriate party, either City staff or the applicant. The applicant is also required to provide contact details for resident follow up questions.

What role does the City Staff have?

The City staff, if in attendance, shall have speaking privileges throughout the entirety of the meeting. Staff will answer any questions directed to the city to the best of their ability or provide clarification on city processes as needed. City staff do not participate in the backend facilitation of the meeting, are not responsible for taking detailed notes on the meeting and will not record the meeting. The applicant should note that staff does not attend all neighborhood meetings.