

## E. Stakeholder Outreach Meeting for Golf Course Conversions

**Purpose** Stakeholder Outreach Meetings (SOMs) are designed to engage stakeholders early in the conversion project and are intended to encourage consensus building between the applicant and the stakeholders on the proposed conversion. This section shall be used in connection with LDC section 5.05.15.

It is encouraged that SOMs take place in a timely manner so as to support stakeholder involvement.

**Applicability** A minimum of two in-person meetings and one web based visual survey are required. The SOMs are to be held after initial staff review and comment on the Intent to Convert application has been completed.

**SOM Notice Requirements** Each SOM shall be noticed as follows:

1. **Newspaper Advertisements:** The legal advertisement shall be published at least 15 days before the SOM in a newspaper of general circulation. The advertisement shall include at a minimum:
  - Date, time, and location of the SOM;
  - Petition name, number and applicant contact info;
  - Notice of the intention to convert the golf course to another use;
  - Brief description of the proposed uses; and
  - 2 in. x 3 in. map of the project location.
1. **Mailed Notice:** For the purposes of this mailed notice requirement, written notice shall be sent to property owners located 1,000 feet from the property line of the golf course at least 15 days before the first SOM meeting. All SOM dates may be included in one mailed notice. In addition, the mailed notice shall include instructions to access the web based visual survey. The mailed notice shall include the following:
  - Date, time, and location of the SOM;
  - Petition name, number and applicant contact info;
  - Notice of the intention to convert the golf course to another use; and
  - Brief description of the proposed uses.
  - Stakeholder outreach will be conducted; seeking input.
  - Web address where the survey can be accessed;
    - Brief description of what the visual survey entails;
    - Where the DAS can be downloaded and reviewed; and
    - Dates the web survey can be taken.

**Location** The applicant must arrange the location of the meeting. The location must be reasonably convenient to the property owners who receive the required notice. The facilities must be of sufficient size to accommodate expected attendance.

Records

- The applicant shall provide a verbatim transcript of the meetings and an audio or video recording that the County can READ/ACCESS, to the assigned County planner.
- Copies of the materials used during the SOMs shall be provided to the assigned planner.
- Point-counter point list shall be provided. [Caroline to flush out later]

County Staff

An assigned County planner shall attend the SOMs and observe the process. The planner shall note any commitment made by the applicant during the meetings.

Conduct of SOMs Requirements

1. A SOM shall be conducted in accordance with the following:
  - Presentation – The applicant must provide the following at the SOM meeting for review and comment:
    - The current LDC zoning district uses and development regulations;
    - Presentation of the Developer’s Alternatives Statement, including an overview of each of the three alternatives:
      - No conversion;
      - County purchase;
      - Conceptual development plan, including the proposed uses and density of the project; and
    - Visuals depicting the greenway and conceptual development plan(s).
  - Outreach – The applicant shall conduct the meeting as follows:
    - Use at least one public outreach method during the in-person meetings as described in the County’s Guide to Golf Course Conversion which can be accessed here: XYZ; and
    - The applicant shall facilitate dialogue and encourage input on the conceptual design from the stakeholders.

Visual Web Survey Requirements

1. TBD

Meeting Follow Up

2. After a SOM is completed, the applicant will submit a report of the SOM and any commitments that have been made at the meeting.
  - The report shall include a description of the public outreach methods used, list of attendees, pictures taken at the meetings demonstrating the outreach process, results from outreach methods as described in the County’s Guide to Golf Course Conversion.
  - Applicant shall provide copies of the materials used during the meeting.
  - The applicant shall also include a point-counterpoint list, identifying the input from the stakeholders and how and why it was or was not incorporated in the application.

- The report shall be organized such that the issues and ideas provided by the stakeholders that are incorporated in the application are clearly labeled by the applicant in the list and application.
- Any commitments made during the meeting will
  - Become part of the record of the proceedings;
  - Be included in the staff report for any subsequent review and approval bodies; and
  - Be considered for inclusion in the conditions of approval of any applicable development order.

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