

Neighbors:

1. Neighboring residents who request staff site visits to their properties, shall do so by returning the comment form mailed with the notice of the application, or by sending a letter or e-mail to the planner who signed the notice by noon, at least two business days prior to the deadline indicated on the form.
2. Neighboring residents who request planning commission site visits shall do so in writing as early as possible, but no later than *noon* two business days prior to the planning commission meeting.
3. Neighboring residents who request site visits shall provide written instructions (e.g., which gate to use, and what they want the commission and staff to look at) and shall take appropriate measures to ensure access to the exterior of their properties (e.g., keeping dogs indoors, etc.).
4. Neighboring residents who request commissioners or staff members to view the proposed development from the interiors of their residence, shall do so only when the neighbor believes that the proposed development will have an adverse impact on the interior of their residence. For applications being considered by the Planning Commission, they must make themselves available to provide access to the interior of their residence during the last five calendar days prior to the meeting, or designate someone (e.g., a neighbor) who can provide access on their behalf.
5. Neighbors shall not use the site visit as an opportunity to privately lobby staff, commission members or city council members outside of the public process.
6. Objecting neighbors who do not make their property conveniently available for site visits shall not later claim lack of site visits as a basis for appeal.