



Community Development Department Neighborhood Meeting Reference Guide

If you've been asked to conduct a neighborhood meeting for your project, use this guide as a reference for scheduling, noticing, and holding your meeting.

- Hold your meeting in a public meeting place (near your project location, if possible) such as a library, city recreation facility, Convention Center, etc. Attached are some locations that are often used for meetings in Henderson.
- Contact your Project Planner to verify the date of your meeting before scheduling it.
- Call the Community Development Department and request mailing labels for your meeting notices. Allow 2-3 days for us to prepare them for you.
- Expect your meeting to last approximately 1 to 1-1/2 hours.
- Send your notices so that the residents receive them one week prior to your meeting.
- Postcards are an acceptable, cost-effective method for noticing your meetings, or you may send flyers in envelopes.
- Please include the following information in your meeting notices:
 - Meeting date, time, and location (address)
 - A map to the meeting location
 - The location of your proposed development
 - A brief description of the type of application (zone change, use permit, etc) and your proposed development (apartment complex, tavern, etc).
 - A contact name and phone number for residents to contact you with questions
 - Any other information you think the public will find useful
- Please make sure your Project Planner receives a meeting notice, as well.
- Have a sign-in sheet and an agenda for your meeting. Please give a copy of the sign-in sheet to your Project Planner.

During the meeting, have information available for the citizens to review. Depending on the type of development you are proposing, you may have presentation boards with site plans, architectural elevations, landscape plans, etc. You may make hand-outs available at your option.

Present your proposal to the citizens, including the scope of your proposal, any known timelines or schedules, and then answer their questions. Remember, the purpose of the meeting is to inform the residents of your proposal and also to determine their concerns and try to address and/or mitigate them in your proposal.

Your Project Planner will make every effort to attend, and will be there to answer any zoning or Development Code-related questions, but will not conduct your meeting. He or she will also briefly explain the development review and approval process at the beginning of the meeting.

You may use the sample agenda and meeting notice on the back of this sheet as a guide, as well.

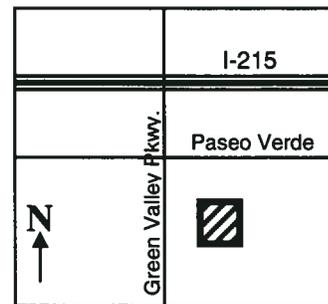
If you have any questions, please call and ask us! We are here to help you.

Sample Meeting Notice

Neighborhood Meeting Notice

Please join us for an informational meeting on our proposed Henderson Gardens condominium complex, located at the southwest corner of Volunteer Boulevard and Grand Cayman Drive. We are proposing 300 units on 25 acres, in both 2- and 3-story buildings. We are requesting a zone change from RS-6 (single family residential) to RH-20 (high-density residential).

Meeting Location: Paseo Verde Library
250 S. Green Valley Parkway
Meeting Date: Monday, April 18, 2005
Meeting Time: 6:00-7:00 PM



Paseo Verde Library

For more information, please call John Doe with Gardens Development at 555-1234.

Sample Agenda (not part of the meeting notice)

Henderson Gardens Neighborhood Meeting
July 13, 2005

AGENDA

1. Introductions
2. Project Description
3. Project Issues
4. Questions and Answers
5. Summary/Next Steps
6. Adjournment



Meeting Place Facilities

For External Use

Attention: The following information is provided as a courtesy to those individuals inquiring about facilities to conduct a meeting. The City of Henderson does not recommend any one facility over the other.

Please contact the individual facility for additional information, scheduling, and approval.

Please check periodically for updates.

Henderson Meeting Room Inventory

Revised 6/07

For External Use

| <u>Auto Dealerships</u> | <u>Neighborhood Planning Area</u> | <u>Capacity</u> | <u>Phone #</u> |
|--|-----------------------------------|-----------------|----------------|
| Courtesy Imports 260 N. Gibson Rd. | Gibson Springs | 25 | 567-8000 |
| Desert Pontiac GMC Buick 330 N. Gibson Rd. | Gibson Springs | 50 | 558-3300 |
| Findlay Toyota 925 Auto Show Drive | Gibson Springs | 40 | 566-2000 |
| Ford Country 280 N. Gibson Rd. | Gibson Springs | 10-20 | 566-1965 |
| Henderson Chevrolet 240 N. Gibson Rd. | Gibson Springs | 60 | 558-2438 |
| Saturn of Henderson 310 N. Gibson Rd. | Gibson Springs | 50-100 | 558-8888 |
| Shack Findlay Honda 933 Auto Show Drive | Gibson Springs | 50 | 568-3500 |

Henderson Meeting Room Inventory

Revised 6/07

For External Use

| <u>Public Facilities</u> | <u>Neighborhood Planning Area</u> | <u>Capacity</u> | <u>Phone #</u> |
|---|--|------------------------|----------------------------------|
| Community College of Southern Nevada 700 College Drive | Highland Hills | 20-220 | 651-3163 |
| Community College of Southern Nevada-Advanced Technology Center 1560 Warm Springs Rd. | Green Valley North | 4-200 | 651-2643 |
| Henderson Convention Center 200 Water St. | Townsite | 10-600 | 267-2171 |
| James Gibson Library 280 Water St. | Townsite | 30 | Children's librarian 565-8402 |
| Nevada State College 610 West Lake Mead Dr. | Mission Hills | 30-150 | 992-2023 |
| Paseo Verde Library 280 S. Green Valley Parkway | Green Valley Ranch | 5-200 | 492-7252 |
| Pittman Cybrary 1608 Moser | Pittman | 5-50 | 565-5816 |
| Wildhorse Golf Club 2100 W. Warm Springs | Green Valley North | 5-200 | 434-9000 |

Henderson Meeting Room Inventory

Revised 6/07

For External Use

| <u>Private Facilities</u> | <u>Neighborhood Planning Area</u> | <u>Capacity</u> | <u>Phone #</u> |
|--|-----------------------------------|-----------------|--------------------|
| American Legion #40 425 Van Wagenen | Townsite | 150 | 565-5433 |
| The Anthem Center 2450 Hampton Road | Anthem | 20 - 1057 | 614-5800 |
| Black Mountain Golf & Country Club 500 Greenway Road | Black Mountain | 20 - 150 | 565-7933 |
| BPOE Elks Lodge #2802 631 E. Lake Mead | Valley View | 25-235 | 565-9959 |
| Courtyard by Marriott 2800 Green Valley Pkwy | Green Valley North | 25 - 50 | LV EBC 796-9300 |
| Desert Willow Community Center 2020 W. Horizon Ridge | MacDonald Ranch | 24 - 225 | 270-7006 |
| Fiesta 777 West Lake Mead | Townsite | 10-300 | 567-7329 |
| Fraternal Order of Eagles #2672 310 W. Pacific | Townsite | 100 | 565-2672 |
| Green Valley Ranch Station 2300 Paseo Verde | Green Valley Ranch | 4 - 1100 | 617-7716 |
| Hampton Inn & Suites 421 Astaire | Whitney Ranch | 96 | 992-9292 |
| Henderson Business Resource Center 112 S. Water St. | Townsite | 10-25 | 992-7200 |
| Henderson Inn & Suites 910 S. Boulder Hwy | Valley View | 20-45 | 568-7800 |
| Holiday Inn Express 441 Astaire | Whitney Ranch | 15 | 990-2323 |
| Hyatt Lake Las Vegas 101 MonteLago Blvd. | Lake Las Vegas | 10-2000 | 567-1234 |
| Legacy Golf Club 130 Par Excellence Dr | Green Valley South | | 897-2108 |

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For External Use

| <u>Private Facilities</u> | <u>Neighborhood Planning Area</u> | <u>Capacity</u> | <u>Phone #</u> |
|--|---------------------------------------|-----------------|----------------|
| Marriott Residence Inn 2190 Olympic | Green Valley North | 60 | 434-2700 |
| Sunset Station 1301 W. Sunset | Whitney Ranch | 10-400 | 547-7717 |

Henderson Schools
Revised 6/07

For External Use

| <u>Elementary Schools</u> | Phone # | Neighborhood Planning Area |
|--|----------------|-----------------------------------|
| Bartlett, Selma F. 1961 Wigwam Pkwy | 799-5750 | GV South |
| Cox, David M. 280 Clark Dr. | 799-5730 | GV North |
| Dooley, John 1940 Chickasaw Dr. | 799-8060 | River Mountain |
| Galloway, Fay 701 Tamarack Dr. | 799-8920 | Highland Hills |
| Gibson, James 271 Leisure Cir. | 799-8730 | GV North |
| Hinman, Edna 450 Merlayne Dr. | 799-8990 | Pittman |
| Kesterson, Lorna 231 Bailey Island Dr. | 799-6300 | Gibson Springs |
| Lamping, Frank 2551 Summit Grove Dr. | 799-1330 | Foothills |
| Mack, Nate 3170 Laurel Ave. | 799-7760 | GV North |
| McCaw, Gordon 57 Lynn Lane | 799-8930 | Townsite |
| McDoniel, Estes 1831 Fox Ridge Dr. | 799-7788 | GV North |
| Morrow, Sue 1070 Featherwood Ave. | 799-3350 | River Mountain |
| Newton, Ulis 571 Greenway Rd. | 799-0500 | Black Mountain |
| Roberts, Aggie 227 Charter Oak | 799-1320 | GV North |
| Sewell, C.T. 700 E. Lake Mead Dr. | 799-8940 | Valley View |
| Taylor, Glen 2655 Sienna Heights Dr. | 799-6892 | Westgate |
| Taylor, Robert L. 400 McNeil Dr. | 799-8950 | Valley View |
| Thorpe, Jim 1650 Patrick Lane | 799-0740 | Whitney Ranch |

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For External Use

| <u>Elementary Schools</u> | Phone # | Neighborhood Planning Area |
|--|----------|----------------------------|
| Treem, Harriet 1698 Patrick Lane | 799-8760 | Whitney Ranch |
| Twitchell, Neil 2060 Desert Shadow Trail | 799-6860 | GV Ranch |
| Vanderberg, John 2040 Desert Shadow Trail | 799-0540 | GV Ranch |
| Walker Intl., J. Marlan 850 Scholar St. | 799-0570 | Mission Hills |
| Wolff, Elise L. 1001 Seven Hills Dr. | 799-2230 | Westgate |
| <u>Middle Schools</u> | | |
| Brown, B. Mahlon 307 N. Cannes St. | 799-8900 | Foothills |
| Greenspun, Hank & Barbara 140 N. Valle Verde | 799-0920 | GV South |
| Mannion, Jack & Terry 155 E. Paradise Hills | 799-3020 | Paradise Hills |
| Miller, Bob 2400 Cozy Hills Cir. | 799-2260 | GV Ranch |
| White, Thurman 1661 Galleria Dr. | 799-0777 | Whitney Ranch |
| <u>High Schools</u> | | |
| Basic 400 N. Pale Verde | 799-8000 | Valley View |
| Coronado 1001 Coronado Ctr. | 799-6800 | Westgate |
| Foothills 800 College Dr. | 799-3500 | Highland Hills |
| Green Valley 460 Arroyo Grande | 799-0950 | Whitney Ranch |
| Liberty 11050 Bermuda | 799-2270 | Westgate |
| Silverado 1560 Silver Hawk | 799-5790 | Westgate |
| So. NV Vocation Center 5710 Mountain Vista | 799-7500 | GV North |