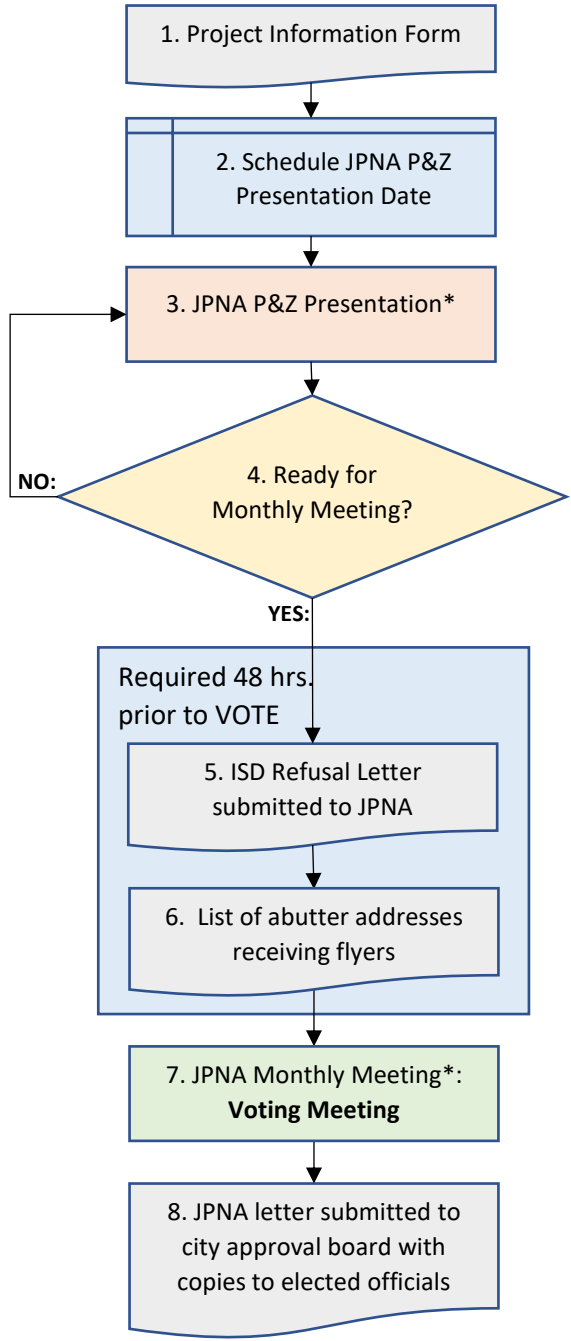




Jeffries Point Neighborhood Association (JPNA)

Community Process: Development Project Flowchart

Abutter's meetings are a separate and parallel process administered by the City of Boston Office of Neighborhood Services (ONS). Although this is outside of our control, our preference is that all ONS Abutters meetings be completed before the project appears for a vote.



- Project Information Form** completed by developer or their representative and submitted to JPNA by email to board@jeffriespoint.org.
- JPNA Planning & Zoning (P&Z) Committee** schedules date of presentation.
- JPNA Planning & Zoning Presentation*** – Presentation materials should be forwarded to board@jeffriespoint.org no later than 48 hours prior to the scheduled presentation. All presentation materials will be posted to the JPNA website.
- Decision:** Is the project ready to be presented to the full membership?
 - Yes:** Schedule for final presentation and vote at a monthly meeting
 - No:** Additional information may be requested. In this case, the JPNA will send an email summarizing the request to the project attorney and/or owner(s). Return to step [3].
- Inspectional Services Department (ISD) Refusal Letter**
A copy of this letter should be forwarded to board@jeffriespoint.org no later than 48 hours prior to the scheduled voting meeting.
- List of Abutter Addresses:** The developer should forward a list of the addresses receiving flyers to board@jeffriespoint.org no later than 48 hours prior to the voting meeting.
- JPNA Monthly Meeting (VOTE)*:** final presentation recap by the development team, and P&Z Committee project summary presentation. If minor changes are made to the project between the last P&Z meeting and voting at the monthly meeting, an itemized list of changes should be included in the presentation. Presentation materials should be forwarded to board@jeffriespoint.org no later than 48 hours prior to the voting meeting. All presentation materials will be posted to the JPNA website.
- The JPNA will submit a letter to the appropriate city approval board, with copies to elected officials.

*** Notification of Abutters via leaflet:** No more than (3) weeks and no less than (1) week, before any JPNA P&Z or Monthly meeting where the project is presented, the development team must notify every domicile and business within 300 feet of the planned project. The developer should forward a list of the addresses receiving flyers to board@jeffriespoint.org no later than 48 hours prior to the voting meeting.

Notes:

- Only real estate development projects follow this process. Other projects, such as liquor licenses, etc. are not considered at the P&Z meeting, but instead present at two JPNA Monthly meetings. At these meetings, the first is to present information, and the second is for the community to vote.
- Proponents of projects located outside the JPNA boundaries, may give an informational presentation at a JPNA Monthly meeting. These projects may not receive a vote. Projects within the boundaries of the JPNA have scheduling priority.