

NPP Neighborhood Meeting Invitation Sample Letter (Special Use Permit)

February 29, 2021 (must be at least 14 Calendar days before the meeting date)

Dear Neighbor:

My company, MadeUp Building, LLC, owns a building at 123 Main Avenue. We would like to open a new pharmacy at that location. It would operate as a convenience store and pharmacy with a drive-through window. Hours of operation would be 9 a.m. to 9 p.m. Monday through Saturday, and 10 a.m. to 6 p.m. Sunday.

The site is located in an (insert corresponding zoning district) C-UC Urban Corridor Zoning District, where a drive-through window is a Special Use, according to (insert corresponding UDC citation) Article 5, Section 5.2 (Table 5-1) of the Shreveport Unified Development Code, which means we are required to apply for special approval to put in a drive-through. The site is a two-story commercial structure with a combined square footage of 25,000 square feet. On-street parking will be provided and no variance or waivers are required.

Because you are a nearby neighbor or otherwise interested in the neighborhood, I am inviting you to a meeting where you can learn more about what we propose, and present questions or concerns. Our application has to be heard by the Shreveport-Caddo Metropolitan Planning Commission and we are required to do this before our application is deemed complete.

The meeting will take place:
Tuesday, March 1st, 2021 at 7:30 pm
ABC Church Cafeteria, at 456 Residential Ave.
Shreveport, LA 711XX

At the meeting, I'll provide a sign-in sheet to obtain email addresses, so that I can keep you updated if there are any changes to the project. The pharmacy would occupy approximately half of the block on which it would be located, with the front pedestrian entrance on Residential Street and the drive-through accessed through a parking lot entered on Commercial Street. The site is now a former fast-food restaurant that we'd renovate.

If we receive approval, we plan to start the construction work within a month of the approval, and estimate that the work should take about three months. If you are unable to attend and would like to receive info from the meeting, please feel free to contact me. If you have any additional questions or comments, here's how to reach me. I hope to see you at the meeting on March 1st.

Sincerely,

John Doe
John.Doe@emailaddress.com