

NPP Neighborhood Meeting Invitation Sample Letter (Zoning Change)

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

Dear Neighbor:

My company, Sweet Treats, owns vacant land at 123 Commercial Avenue. We'd like to open a new restaurant. It would be open for breakfast and lunch. Hours of operation would be 7 a.m. to 3 p.m. Monday through Saturday, and 10 a.m. to 2 p.m. Sunday.

The site is located in an (insert corresponding zoning classification) R-1-7 Residential Zoning District, where a restaurant is not allowed, according to (insert corresponding UDC citation) Article 5, Section 5.2 (Table 5-1) of the Unified Development Code. Therefore we are applying for a zoning change to a (insert corresponding zoning classification) C-UC Urban Corridor District in order to operate a standard restaurant. The site is a single-story residential structure with a combined square footage of (insert corresponding square footage of site) 5,000 square feet. (Insert whether or not parking is provided and if any variances are being requested.) 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 Metropolitan Planning Commission and the City Council and we are required to do this before we submit our application to the Metropolitan Planning Commission.

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. 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