

Neighborhood Participation Plan

RESOURCE GUIDE



Prepared by The Shreveport-Caddo Metropolitan Planning Commission
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City of Shreveport | Caddo Parish

Metropolitan**Planning**Commission

www.shreveportcaddoudc.com

Neighborhood Participation Plan

Resource Guide

September 2020

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- **What is the Neighborhood Participation Plan?**

The Neighborhood Participation Plan, or NPP, creates a process to enhance opportunities for property owners, neighbors, and neighborhood organizations to participate in land use decisions that affect them.

This resource guide provides how-to information for applicants who undertake the NPP process.

- **What is the purpose of the Neighborhood Participation Plan?**

The purpose of the Neighborhood Participation Plan is to ensure that applicants pursue early and effective public participation in conjunction with their land use petition request. Several notification tools are outlined below so that as many people can be made aware of, and be involved, as possible. We encourage the applicant to not only reach out before an application is filed, but throughout the process as well.

- **What is a Land Use Action?**

“Land use actions” are actions that can potentially impact how a piece of land is used, such as allowing a certain type of business to be located there or changing the site’s zoning. Listed below are land use actions that the MPC "suggests" applicants consider the NPP process.

- **Which land use applications are most likely to benefit from the Neighborhood Participation Plan?**

While any applicant for a land-use action can participate in the Neighborhood Participation Plan, the following actions are the most intensive when it comes to opposition amongst public outreach.

- Zoning Map Amendment (Rezoning)
- Administrative Special Use Permit (ASUP)
- Special Use Permit (SUP)
- Variance (except for single-family or two-family dwellings)
- Planned Unit Development (PUD)
- Small Planned Unit Development (SPUD)
- Major Subdivision Preliminary Plat (with exceptions)
- Any land development application the Executive Director deems necessary due to its sensitive nature, proximity to the neighborhood or where unusual circumstances, common sense and good judgment dictate

- **Who participants in the Neighborhood Participation Plan?**

There are two types of participants in the NPP process:

1. Applicants, or duly authorized representatives, who plan and carry out the public participation (neighborhood) meeting.
2. Persons who the applicant/agent should invite to attend the meeting(s) and comment on the proposed project.

Invitees should include:

- Property owners, residents, and businesses within 500 feet of the subject property or project.
- Registered neighborhood and community groups whose boundaries are within one mile of the project.
- The City Council / Parish Commissioner member for the district where the site/project is located.

- **What is the process for inviting people to comment on the project?**

Applicants should schedule a meeting with one of the MPC Planners (318-673-6480) to discuss their project and clarify the Neighborhood Participation Plan process. During the meeting with the MPC planner, the applicant will receive a list of the applicable neighborhood associations and the contact information for all elected officials that are affected by the proposed project, as applicable. A date-and-time of the neighborhood meeting needs to be determined prior to the applicant submitting any development application. The MPC will notify all residents within 500 feet of the application site. See the NPP checklist to ensure all the proper information is included in the meeting invitation.

- **Where should the neighborhood meeting take place?**

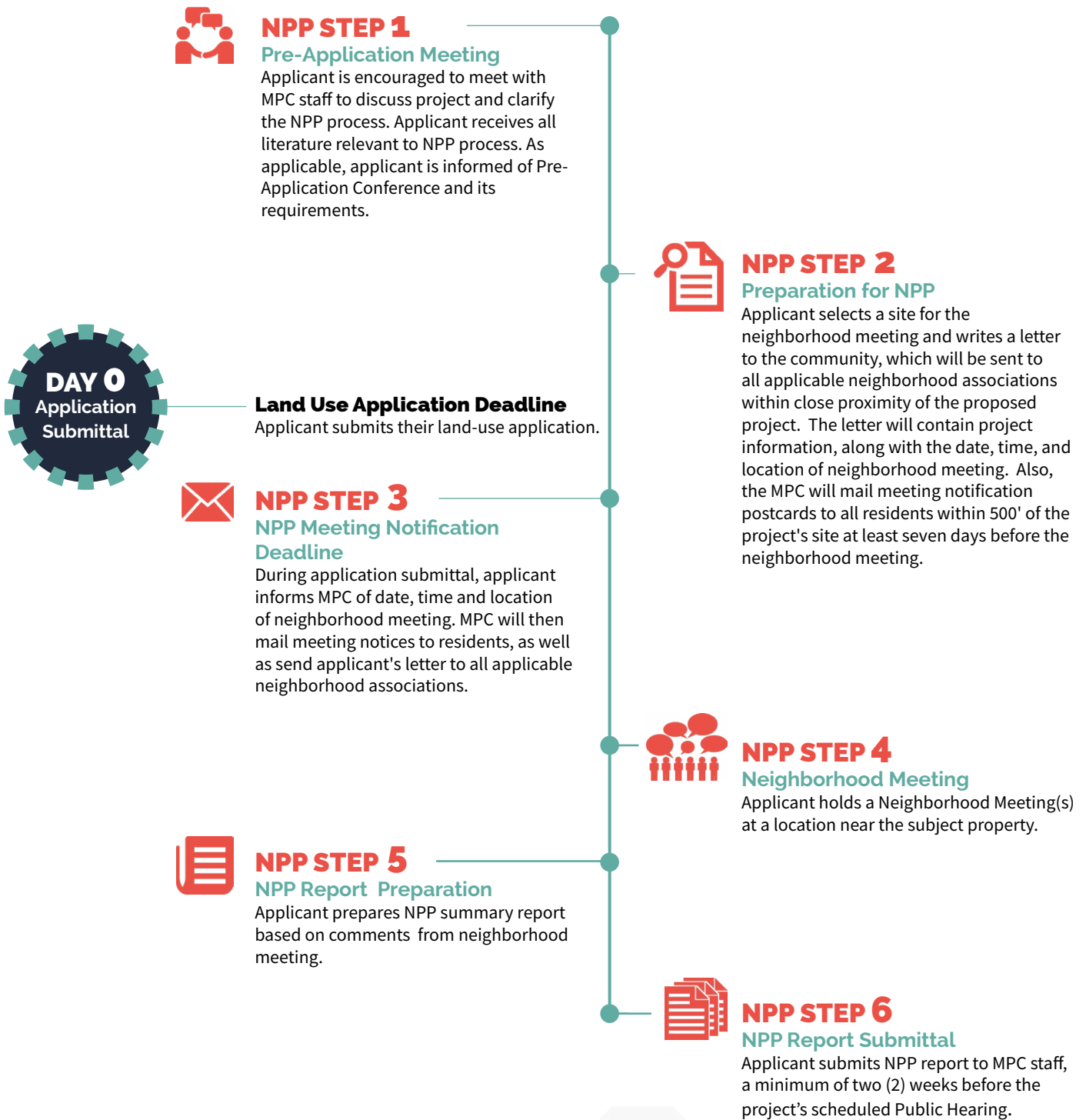
If conditions are acceptable, the meeting can be held at the neighborhood association's scheduled meeting location or at a location convenient to those within the 500 ft. radius—such as libraries, recreation centers, or places of worship.

- **What is discussed at the meeting?**

The meeting(s) shall include a presentation and a discussion about the proposed project or request. Applicants should be sure to keep an accurate record of all comments, as well as a sign-in list of all meeting attendees. Additional meetings may be scheduled by the applicant, but do not have to be documented for compliance with this program. Agreement between the applicant and neighbors is not required.

- **Will applicants have to post signage at the site of the proposed project?**

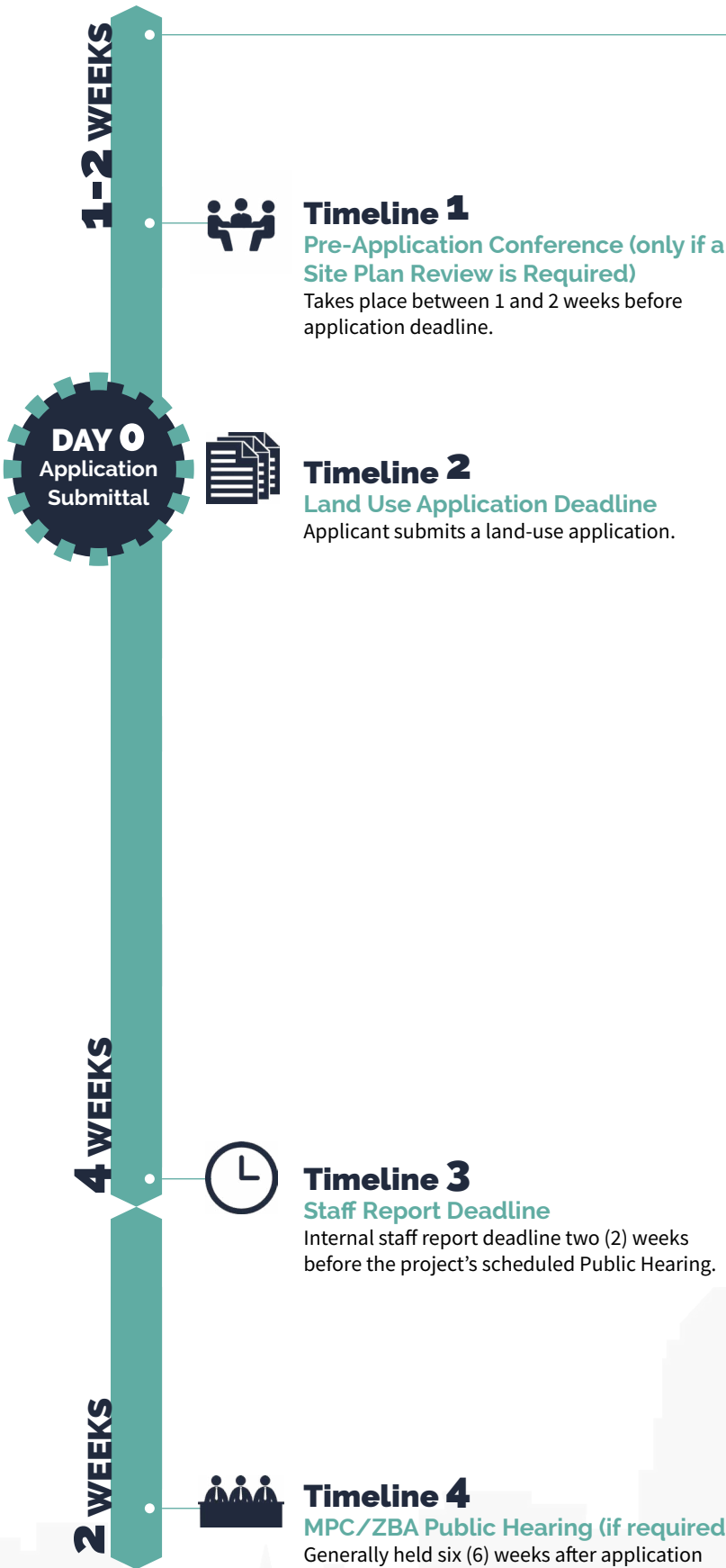
Not necessarily. Depending on the type of land use action the applicant is considering, MPC will post signage on the petitioned site as required by the Unified Development Code (at least 15 calendar days prior to the Public Hearing, as applicable). A sign will be placed for each side of the property's street frontage and will be posted in a location visible to passing pedestrians and motorists.



i The NPP process was designed for specific land use actions and their expected timelines for approval. Some land use actions, such as site plans approvals, will follow a different, likely shorter, timeline. If a public hearing is required, then the neighborhood meeting needs to be held at a minimum two-weeks before the public hearing. Please contact an MPC planner for any questions (318.673.6480).

CURRENT APPLICATION SUBMITTAL TIMELINE

Pre-Application Meetings are encouraged, but not required. **Pre-Application Conferences** are required if a Site Plan Review is required.



NPP PROCESS & TIMELINE



CHECKLIST

*NPP checklist for applicants
(To be submitted with as part
of Application)*

STEP 1:

Meet with the MPC staff. Provide location of your site and any existing or planned structures. The staff will verify the information and will provide the applicant with contact information of any homeowners associations, neighborhood associations, or any equivalent local groups near the proposed project.

- Site area: _____ acres (to be provided by applicant)
- Owner(s) of record of subject property
- All neighborhood associations with boundaries within which any portion of the subject property is located (MPC will notify the neighborhood groups through email).
- MPC Staff will verify the City Council member and Parish Commissioner for the district where the project is located.

STEP 2:

Choose a meeting **site and write a letter to the community to be sent by the MPC for neighborhood distribution.** Letter should contain proposed project information, along with the date, time, and location of Neighborhood Meeting.

STEP 3:

Submit land use application to the MPC. Along with the application, the date time and location of the neighborhood meeting shall be provided and shall include:

- Applicant’s contact information or contact information for a representative.
- Date, time, and location of the neighborhood meeting.
- Type of land use application (rezoning, special use permit, planned development, variance(s), major subdivision, etc.).
- A brief description of the project including the total site area, and any known required variances.
- Estimated start and end dates for any construction and estimated opening date for any non-residential component of the project.
- State how people and associations will be informed of any changes to the proposal after the neighborhood meeting.
- Include any conceptual site plans and renderings of the proposed project, as applicable.

CHECKLIST

*NPP checklist for applicants
(To be submitted with as part
of Application)*

STEP 4:

Hold a Neighborhood Meeting(s).

- The meeting location should be convenient to the invited parties, ADA accessible, indoors, climate controlled and with adequate seating for attendees.
- Provide a sign-in sheet which includes space for name, address and contact information.
- Provide comment cards that meeting attendees may use to express their questions and concerns.
- Follow an agenda. Explain the proposal and allow time for questions and answers.
- Keep a record of all comments and concerns that are discussed at the meeting.
- Application to the MPC/ZBA must be submitted within 180 days of the meeting (or most recent meeting if additional meetings were held).

STEP 5:

Prepare a Summary Report that contains the following:

- Copy of the letter that was mailed to neighbors.
- The dates, times, and locations of all meetings held with interested parties.
- Meeting(s) sign-in sheet(s).
- Meeting minutes.
- Public Participation Plan Report (see template). This report shall cover questions asked, comments, concerns, applicant's responses to each, and changes made since the meeting. It shall also include a copy of the plan that was presented at the neighborhood meeting.

STEP 6:

Submit summary report. The NPP Summary Report and attachments (including everything in Step 5).

EXAMPLE LETTER

NPP sample letter to be addressed to the neighborhood residents.

- **NPP Community Meeting Invitation (Special Use Permit)**

October 31, 2020 (*must be at least 14 Calendar days before the meeting date*)

Dear Neighbor:

My company, MadeUp Building, L.L.C., 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, November 1st, 2020 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

EXAMPLE LETTER

*NPP sample letter to be addressed
to the neighborhood residents.*

- **NPP Community Meeting Invitation (Zoning Change)**

October 31, 2020 *(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, 2016 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

- **Neighborhood Participation Plan Report**

(To Be Submitted a Minimum of 2-weeks Prior to Public Hearing)

Contact Name:

Meeting Date:

Meeting Location:

Meeting Start Time:

Meeting End Time:

Number of people in attendance:

Date of Filing of Land Use Application:

General Introduction: Please include information about who you reached out to for the meeting, communication outreach methods (letters, Facebook, emails, etc), what you were proposing at the time of the neighborhood meeting, the meeting format (PowerPoint, Q&A, Display Boards, etc), and who attended the meeting on behalf of the applicant (engineers, attorney, developer, property owner, etc). Additional information that you feel is important to include is welcomed.

Summary of Concerns and Issues Raised at the Meeting: Please list and respond to each one individually; include as many items that were discussed.

1. List question/concern/comment/request for changes to the proposed plans

Applicant Response:

2. List question/concern/comment/request for changes to the proposed plans

Applicant Response:

The following must be submitted a minimum of 2-weeks prior to the Public Hearing:

- Copy of the letter that was mailed to neighbors
- Copy of address list for mailing
- Meeting sign-in sheet
- Meeting minutes
- Copy of the plan that was presented at the neighborhood meeting

I, the undersigned, as the applicant or an authorized representative of the applicant do solemnly swear and attest that the information provided is true and accurate. I have included a complete record of the neighborhood meeting, as well as an honest response regarding the intentions for development.

Signature of Applicant or Authorized Representative

Date

Type or Print Name of Applicant or Authorized Representative

Date

Signature of Notary

Date

Notary Seal

NPP MEETING INFORMATION

*Information on holding a
neighborhood meeting.*

- **Recommended Considerations for Choosing an NPP Meeting Site and Providing Notice of the Meeting**
 - Appropriate meeting venues include libraries, recreation centers, or places of worship. Inappropriate meeting venues include adult establishments and other places where some people might not feel comfortable.
 - Choose a time that may maximize participation in the NPP meeting. Setting a very early or very late hour or a date that is a holiday does not show good faith with the community. Many neighborhoods prefer a meeting time in the early evening on a weekday. Using a regular neighborhood association meeting as your NPP may be an option as long as it is understood all required invitees and interested parties can attend.
 - In your meeting invitation, encourage people who can't attend the meeting to provide you with their questions and comments in another way. This could be through email, phone, a project website or social media.
 - If plans for your project are ready, include them with the meeting invitation.

- **Recommended Considerations for Conducting the NPP Meeting**
 - If you believe your application will require technical studies such as environmental or traffic impact analyses or if you plan to supplement your required submittals with such studies, consider making such professionals available at the NPP meeting.
 - Record the meeting by video or audio tape. This will ease your ability to accurately write the NPP meeting summary, a required part of the NPP process. At a minimum, designate a person to write notes as the meeting is being conducted, rather than relying on the memory of the speaker.

- **Recommended Actions After the NPP Meeting**
 - Follow up with NPP meeting attendees by emailing them a copy of your NPP Meeting Summary and application. Let meeting attendees know of any changes you have made since the NPP meeting.
 - If the proposed project characteristics change significantly, consider holding an additional meeting.

- **Sample Neighborhood Participation Plan Agenda**

Date: August 12, 2021

Location: The Bean Gallery Café

I. Welcome

- Follow up with NPP meeting attendees by emailing them a copy of your NPP Meet
- Introduction of speakers and their relationship to the project.
- Provide at minimum a site plan of the proposed project. If a Special Use, Planned Development or Variance request.
- Provide use and area regulations chart handouts.

II. Description of the Project

- Describe your project proposal in detail.
- State the specific citations from the Comprehensive Zoning Ordinance that pertain to your request.
- Note the zoning district where the site is located and whether you are requesting a zoning change.
- State the total acreage for the site, the floor area of existing and proposed structures, number of units and floors.
- Clearly state any proposed variances that may be requested as well.
- State how your proposal will impact and benefit the immediate neighborhood.

III. Public Comment

- Allow a reasonable amount of time to receive public questions and concerns.
- Consider having relevant designers or professionals on hand to answer questions specific to any site design, traffic impact analysis etc.
- Receive the public comment without interrupting the speaker whether you agree or disagree.

IV. Summary

- State how the comments and suggestions will be addressed, or if you will need to get back to attendees with additional information.

V. Next Steps

- Let attendees know your timeline for submitting your application (if you have not done so already).
- Make sure you attendees know how to stay updated on your proposal request.
- Provide handouts for interested parties to sign up updates and other online tools.

- **Shreveport-Caddo Metropolitan Planning Commission**

shreveportcaddompc.com

The Shreveport-Caddo Metropolitan Planning Commission website hosts a number of important documents and tools. MPC meeting agendas, videos, and staff reports can be viewed on the website as well as regulatory and planning documents such as the Unified Development Code and the 2030 Great Expectations Master Plan.

- **Unified Development Code**

library.municode.com/la/shreveport/codes/unified_development_code

The entire text of the Unified Development Code can be viewed on this website.

- **MyGovernmentOnline**

www.mygovernmentonline.org

This website is used by property owners, businesses, licensed professionals, developers, contractors, and other interested citizens to:

- Find information about a permit, license, planning project, or violation in progress.
- Initiate an application for many types of permits and licenses without coming to Government Plaza.
- Pay with credit cards for permits and licenses online.

- **GIS and Mapping Services**

shreveportcaddompc.com/gis-department/

The MPC's Online Zoning Map provides zoning and land use information for all properties within the MPC's Planning Limits. The Online Map displays "layers" of information that includes buildings, zoning districts, historic districts, and economic development districts.

NPP Comment Card

Date:

Project Name/Location:

Comments/Questions:

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Contact Information (optional):

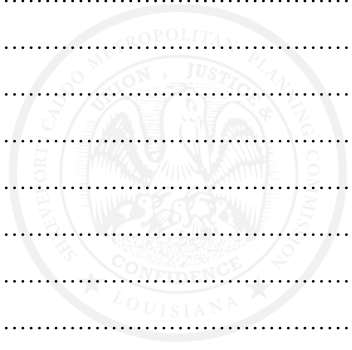
Name:

Email:

Address:

Email:

www.shreveportcaddompc.com



NPP Comment Card

Date:

Project Name/Location:

Comments/Questions:

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Contact Information (optional):

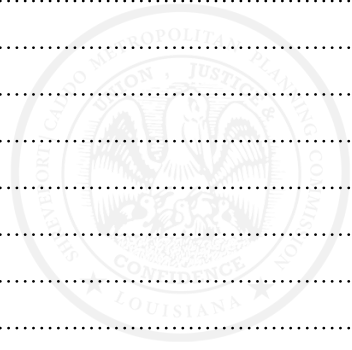
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Contact Information (optional):

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NPP Comment Card

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