

ARTICLE 15. APPLICATION PROCEDURES

15.1 APPLICATION

15.2 NOTICE

15.3 PUBLIC HEARING

15.4 NEIGHBORHOOD PARTICIPATION PLAN

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A. Purpose and Intent

1. Ensure that applicants pursue early and effective neighborhood participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community or on the neighborhood;
2. Ensure that the citizens and property owners of [the City of Shreveport/Caddo Parish] have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process; and
3. Facilitate ongoing communication between the applicant, interested citizens and property owners, MPC staff, and elected officials throughout the application review process.
4. The neighborhood participation plan is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to allow for informed decision making. Completion of the neighborhood participation plan may not be construed as any prejudice, commitment, or guarantee to require a successful resolution of any differences between applicants and participants. It is not the intent of this subsection to guarantee or require that an application will be approved with or without any particular conditions.
5. At a minimum, the neighborhood participation plan may include the following:
 - a. Which residents, property owners, interested parties and public and private agencies may be affected by the application;
 - b. How those interested in and potentially affected by an application will be notified that an application has been made;
 - c. How those interested and potentially affected parties will be informed of the substance of the zoning change, amendment, or development proposed by the application;
 - d. How those interested and affected parties will be provided an opportunity to discuss the applicant's proposal with the applicant and express any concerns, issues, or problems they may have with the proposal in advance of the public hearing;
 - e. The applicant's schedule for completion of the neighborhood participation plan; and
 - f. How the applicant will keep the Metropolitan Planning Commission informed on the status of citizen participation efforts.

B. Applicability

A neighborhood participation plan may be completed as part of the application submittal process for the following:

1. Zoning Map Amendment
2. Special Use Permit
3. Variance, with the exception of applications for variances involving a single-family or two-family dwelling
4. Planned Unit Development (PUD)

5. Small Planned Unit Development (SPUD)
6. Major Subdivision Preliminary Plat, with the exception of applications when:
 - a. The subject property has been the subject of a zoning change within the previous twelve months of application submittal.
 - b. The subject property is a part of an approved Planned Unit Development / Small Planned Unit Development.
 - c. The number of lots being considered for approval is less than 30 units.
7. A neighborhood participation plan is not required for any application for a Code text amendment.

C. Participants

Participants in the neighborhood participation plan may consist of the following:

1. Applicants and property owners or their duly authorized representatives listed on the development or variance application.
2. Homeowners associations, neighborhood associations, or any equivalent local group, and individuals. An inventory of all homeowners associations, neighborhood associations, or any equivalent local group, may be kept and made available for distribution at the Office of the Metropolitan Planning Commission.

D. Target Area

The level of citizen interest and area of involvement will vary depending on the nature of the application and the location of the Site. At a minimum, the target area may include the following:

1. Individuals located within five hundred (500) feet of the subject property;
2. The head of homeowners association, neighborhood association, or equivalent local group located within five hundred (500) feet of the subject property. In the case where there are no homeowners associations within the five hundred (500) foot radius, MPC staff will provide the applicant a list of the five (5) nearest homeowners associations' contact information outside of the five hundred (500) foot radius line;
3. Other potentially affected property owners outside of the outside of the five hundred (500) foot radius line as determined by MPC staff; and
4. Other interested parties who have requested that they be placed on a list of interested parties maintained by the Office of the MPC.
5. The applicant may not submit a neighborhood participation plan until after a pre-application meeting and consultation with MPC staff.

E. Neighborhood Participation Meeting

The applicant may schedule one meeting with the target area homeowners association, neighborhood association, or individuals as part of the submission of any development or variance application. The meeting(s) may include a presentation and a discussion about the proposed project, or request, subject to review by the Metropolitan Planning Commission. Additional meetings may be scheduled by the applicant. The meeting may be held at a reasonable time and at a reasonable location.

F. Neighborhood Participation Report

The applicant may provide a written report on the results of its neighborhood participation meeting efforts. At a minimum, the neighborhood participation report may include the following items:

1. Dates and locations of all meetings where entities and individuals were invited to discuss the applicant's proposal or a statement indicating the reasons if no meeting was held. No information pertaining to any meeting held more than one hundred eighty (180) days prior to the submittal of the application may be accepted as part of the neighborhoods participation report;
2. Content, dates mailed, and numbers of mailings, including letters, meeting notices, newsletters, publications, and petitions received in support of or in opposition to the proposed project, and any other materials pertaining to the notification process;
3. A list of individuals and entities that were invited and contacted to the meeting;
4. Copy of the meeting sign-in sheet showing the names, addresses, and contact information of the participants of the meeting.
5. A summary of the concerns and issues discussed during the meeting and how the applicant intends to address them. If the concern, issue, or problem is not being addressed, the applicant may state the reasons.

G. Affidavit of Compliance

The report on the neighborhood participation meeting may include one of the following in the form of a notarized affidavit:

1. The signature of an individual or any executive officer of any homeowners or neighborhood association required to be contacted, certifying that the neighborhood meeting was conducted, provided, however, that the signature need not certify agreement with the applicant as to any issues raised at the meeting;
2. If the individual or any executive officer of the homeowners or neighborhood association was unavailable or refused to sign such certification, a statement as to the efforts to contact them and, in the event of unavailability, the reasons as to why they did not sign the certification.