

ARTICLE 15. APPLICATION PROCEDURES

- 15.1 APPLICATION
- 15.2 NOTICE
- 15.3 PUBLIC HEARING
- 15.4 NEIGHBORHOOD PARTICIPATION PLAN

15.4 NEIGHBORHOOD PARTICIPATION PLAN

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 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, planning 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 prejudgment, 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.

B. Applicability

1. A neighborhood participation plan shall be completed as part of the application submittal process for any land development application the Executive Director, or his/her designee, deems necessary due to its sensitive nature, proximity to the neighborhood or where unusual circumstances, common sense and good judgment dictate. The Executive Director will evaluate each application on a case-by-case basis.
2. A neighborhood participation plan is not required for any application for a Code text amendment.

C. Waiver of Neighborhood Participation Plan Requirements

If a neighborhood participation plan is required by the Executive Director of the MPC, the affected applicant may submit a written request for waiver citing rationale therefore. The Executive Director will document his or her decision and rationale of all waiver requests.

D. Participants

Participants in the neighborhood participation plan shall 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.

E. 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. 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, planning 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 planning 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 planning staff.

F. Neighborhood Participation Meeting

If a neighborhood participation plan is required, the applicant shall schedule one meeting with the target area homeowners association, neighborhood association, or individuals as part of the submission of their land-use development or variance application. The meeting(s) shall include a presentation and a discussion about the proposed project, or request, subject to review by the appropriate body (depending on the type of application). Additional meetings may be scheduled by the applicant, if desired. Any scheduled neighborhood participation meeting shall be held at a reasonable time and at a reasonable location.

G. Neighborhood Participation Report

If a neighborhood participation plan is required, the applicant shall provide a written report on the results of its neighborhood participation meeting efforts. At a minimum, the neighborhood participation report shall 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.