

NEIGHBORHOOD NOTIFICATION AND MEETING PROCESS

City Council requires the developer to hold a neighborhood meeting and invite the neighborhood and any recognized neighborhood association surrounding the proposed zoning classification change.

NEIGHBORHOOD MEETING PROCESS:

(1) NOTIFICATION:

- Notice of the neighborhood meeting shall be sent to at least one record owner of each property and any recognized neighborhood association within at least five-hundred (500) feet from the proposed rezoning area*.
- Notice shall be sent by first-class mail, postage paid, at least ten (10) days prior to the neighborhood meeting.
- Each mailing shall include the invitation letter to the neighborhood meeting and attached letter from staff titled, "NOTICE."
- A copy of the neighborhood meeting letter shall be provided by the application deadline.

(2) AFFIDAVIT OF NEIGHBORHOOD NOTIFICATION AND MEETING:

- The applicant shall submit attached affidavit titled, "Affidavit of Neighborhood Notification and Meeting"
- The affidavit must be submitted by the Friday following the application deadline.

(3) NEIGHBORHOOD MEETING:

- The neighborhood meeting shall take place at least twenty-one (21) days prior to the Planning and Zoning Commission public hearing.
- It is recommended the meeting be held early enough to provide adequate time for the developer to negotiate with the neighborhood to attempt to resolve any issues and provide any changes to staff to evaluate and include in the staff report.
- It is strongly recommended the meeting be held on the property or in vicinity of the property involved in the application. If this is not possible, an explanation shall be provided citing the reasons the meeting was held elsewhere.
- It is strongly recommended the meeting be held during the time frame of 4:00 p.m. to 6:30 p.m. to allow more neighbors to attend before or after work. If the meeting is held during a different time frame than recommended, an explanation shall be provided indicating the reasons a different time was necessary.

(4) NEIGHBORHOOD MEETING SUMMARY:

- Following the neighborhood meeting and at least ten (10) days prior to the Planning and Zoning Commission public hearing, the developer shall submit a summary of the meeting to the Planning and Zoning Department using the attached format and include the responses to the items listed on the template form titled, "Exhibit 2: Neighborhood Meeting Summary" **.
- Additional information, such as letters from neighbors, list of everyone who attended, shall be attached to the summary.

*Planning and Development staff can provide a mailing list for a fee covering the cost of preparing the list.

**If the developer does not submit the meeting and additional documents at least ten (10) days prior to the Planning and Zoning Commission public hearing, the application shall be considered incomplete and the Commission shall, following the public hearing, table the case and continue the public hearing to the next meeting or a later meeting agreed to by the developer. The developer shall be responsible for the postage fees related to notifying the neighbors that the application will automatically be postponed.

AFFIDAVIT OF NEIGHBORHOOD NOTIFICATION AND MEETING

I, _____ (*print name*), attest that the invitation letter to the neighborhood meeting (attached) was mailed ten (10) days prior to the neighborhood meeting on _____ (*month/date/year*), the neighborhood meeting is scheduled to be held on _____ (*month/date/year*), which is at least twenty-one (21) days prior to the Planning and Zoning Commission public hearing and in accordance with the attached "Exhibit 1: Neighborhood Notification and Meeting Process."

Signature of person completing mailings

Printed name of person completing mailings

**NOTE: this affidavit must be submitted by the Friday following the application deadline.*

EXHIBIT 2: NEIGHBORHOOD MEETING SUMMARY

- 1. Project Case No.: _____
- 2. Meeting Date & Time: _____
- 3. Meeting Location: _____
- 4. Number of invitations that were sent: _____
- 5. How was the mailing list generated: _____
- 6. Number of neighbors in attendance (attach a sign-in sheet): _____

7. List the verbal comments and how you plan to address any issues:
(City Council does not expect all of the issues to be resolved to the neighborhood's satisfaction; however, the developer must explain why the issues cannot be resolved.)

8. List or attach the written comments and how you plan to address any issues:

NOTICE

Enclosed you have received a notice of a “Neighborhood Meeting” submitted by the applicant to discuss a change in land use or zoning in your neighborhood. For all development applications involving an advertised public hearing, City Council requires developers to hold a neighborhood meeting and invite the property owners within 500 feet of the project along with any recognized neighborhood organizations.

A “Neighborhood Meeting” is held early enough to provide adequate time for the developer to negotiate with the neighborhood in order to resolve any issues and provide any proposed changes to City staff to evaluate and include in City staff reports.

If the applicant submits, an application for a change in land use or zoning the property will be posted and there will be public notifications in the newspaper and by mail to the property owners within 185 feet of the project.

The Land Use or Zoning Change Process:

1. Neighborhood Meeting (500 feet notification from subject property)
2. Planning and Zoning Commission Public Hearing (185 feet notification from subject property)
3. 1st City Council Public Hearing (185 feet notification from subject property)
4. 2nd City Council Meeting to decide either to approve or to deny the change in land use or zoning

City staff is available to meet with you or your neighborhood association representative(s) to discuss the proposed change in land use or zoning and answer questions at 417-864-1611.

Staff submits a report with a recommendation one week prior to the date of the public hearing before the Planning and Zoning Commission. If you desire to submit input for consideration we would request that you do so at your earliest opportunity so your comments can be included in the staff report. You can provide comments in writing by mail or online at zoning@springfieldmo.gov . Please include your name, address and telephone number as well as the address of the project in your correspondence.

Bob Hosmer, AICP
Principal Planner
City of Springfield

Development Review Office – Zoning and Subdivision

840 Boonville Ave, Springfield Missouri 65801