

Proposed Early Notification and Public Participation Ordinance

Neighborhood Meeting Requirement

I. Intent and Purpose

The purpose of the neighborhood meeting is to provide a means for the applicant and surrounding neighbors and neighborhood organization representatives to meet to review a development proposal and identify issues regarding the proposal so they may be addressed prior to submission of an application. This preliminary meeting is intended to result in an application that is more responsive to neighborhood concerns and to expedite and lessen the expense of the review process by avoiding needless delays, appeals, remands or denials.

Early citizen participation and interaction with the applicant through the neighborhood meetings is an effective form of citizen involvement. It provides the opportunity to maximize citizen participation to identify issues very early in the process and offers the opportunity to develop a sense of community partnership between the neighborhood and the development community.

The requirement for a neighborhood meeting does not give communities decision making powers. Applicants are encouraged to listen to the concerns of the community and seek a consensus on the outstanding issues. So long as applicant complies with the requirements of this ordinance the community's failure to meet with applicant shall have no negative impact upon application.

II. Applicability

If a proposed development involves any of the land use applications listed in the Public Participation Applicability Table below, the applicant shall hold a Neighborhood Review Meeting pursuant to the procedures listed below. If substantial changes to the development proposal are made after the initial neighborhood meeting, the applicant shall hold subsequent neighborhood meeting(s). Neighborhood meetings are only required for commercial, industrial, or institutional uses when the proposal abuts a Residential District. The following types of application shall be subject to the neighborhood meeting requirements:

PUBLIC PARTICIPATION APPLICABILITY TABLE

	Variance	Rezoning	Subdivision	Historic District or HD buffer zone	Overlay Application
Single-Family Residential	Presentation before nearest neighborhood association(s), notification of adjoining property owners three lots on each side of subject property and the six	Presentation before nearest neighborhood association(s), notification of adjoining property owners three lots on each side of subject property and the six	Presentation before nearest neighborhood association(s), notification of adjoining property owners three lots on each side of subject property and the six	Presentation before nearest neighborhood association, Historic Commission, notification of all adjacent property owners, and notification of	(As required by the specifically applicable overlay ordinance.)



	across the street, and notification of council member from that district.	across the street, and notification of council member from that district.	across the street, and notification of council member from that district.	council member from that district.	
Small Multi-Family Residential (12 units and under)	Presentation before nearest neighborhood association(s), notification of all property owners within a 300 ft. radius from all corners of the subject property, and notification of council member from that district.	Presentation before nearest neighborhood association(s), notification of all property owners within a 300 ft. radius from all corners of the subject property, and notification of council member from that district.	Presentation before nearest neighborhood association(s), notification of all property owners within a 300 ft. radius from all corners of the subject property, and notification of council member from that district.	Presentation before nearest neighborhood association, Historic Commission, notification of all adjacent property owners, and notification of council member from that district.	(As required by the specifically applicable overlay ordinance.)
Medium Multi-Family Residential (13 - 60 units)	Presentation before all neighborhood associations within a 1,000 foot radius, notification of all property owners within a 300 ft. radius from all corners of the subject property, and notification of council member from that district.	Presentation before all neighborhood associations within a 1,000 foot radius, notification of all property owners within a 300 ft. radius from all corners of the subject property, and notification of council member from that district.	Presentation before all neighborhood associations within a 1,000 foot radius, notification of all property owners within a 300 ft. radius from all corners of the subject property, and notification of council member from that district.	allowed?	(As required by the specifically applicable overlay ordinance.)
Larger Multi-Family Residential (61 units and greater)	Presentation before all neighborhood associations within a 1,500 foot radius, notification of all property owners within a 300 ft. radius from all corners of the subject property, and notification of council member from that district.	Presentation before all neighborhood associations within a 1,500 foot radius, notification of all property owners within a 300 ft. radius from all corners of the subject property, and notification of council member from that district.	Presentation before all neighborhood associations within a 1,500 foot radius, notification of all property owners within a 300 ft. radius from all corners of the subject property, and notification of council member from that district.	allowed?	(As required by the specifically applicable overlay ordinance.)
Small Commercial (5,000 sq. ft. and less)	Presentation before nearest neighborhood association(s), notification of all property owners within a 300 ft. radius from all corners of the subject property, and notification of council member from that district.	Presentation before nearest neighborhood association(s), notification of all property owners within a 300 ft. radius from all corners of the subject property, and notification of council member from that district.	Presentation before nearest neighborhood association(s), notification of all property owners within a 300 ft. radius from all corners of the subject property, and notification of council member from that district.	N/A	(As required by the specifically applicable overlay ordinance.)
Medium Commercial (Between 5,001 sq. ft. and 10,000 sq. ft.)	Presentation before all neighborhood associations within a 1,000 foot radius, notification of all property owners within a 300 ft. radius from all corners of the subject property, and notification of council member from that district.	Presentation before all neighborhood associations within a 1,000 foot radius, notification of all property owners within a 300 ft. radius from all corners of the subject property, and notification of council member from that district.	Presentation before all neighborhood associations within a 1,000 foot radius, notification of all property owners within a 300 ft. radius from all corners of the subject property, and notification of council member from that district.	N/A	(As required by the specifically applicable overlay ordinance.)
Large Commercial (10,001 sq. ft. and	Presentation before all neighborhood	Presentation before all neighborhood	Presentation before all neighborhood	N/A	(As required by the specifically



greater)	associations within a 1,500 foot radius, notification of all property owners within a 300 ft. radius from all corners of the subject property, and notification of council member from that district.	associations within a 1,500 foot radius, notification of all property owners within a 300 ft. radius from all corners of the subject property, and notification of council member from that district.	associations within a 1,500 foot radius, notification of all property owners within a 300 ft. radius from all corners of the subject property, and notification of council member from that district.		applicable overlay ordinance.)
Small Industrial (5,000 sq. ft. and less)	Presentation before nearest neighborhood association(s), notification of all property owners within a 300 ft. radius from all corners of the subject property, and notification of council member from that district.	Presentation before nearest neighborhood association(s), notification of all property owners within a 300 ft. radius from all corners of the subject property, and notification of council member from that district.	Presentation before nearest neighborhood association(s), notification of all property owners within a 300 ft. radius from all corners of the subject property, and notification of council member from that district.	N/A	(As required by the specifically applicable overlay ordinance.)
Medium Industrial (Between 5,001 sq. ft. and 10,000 sq. ft.)	Presentation before all neighborhood associations within a 1,000 foot radius, notification of all property owners within a 300 ft. radius from all corners of the subject property, and notification of council member from that district.	Presentation before all neighborhood associations within a 1,000 foot radius, notification of all property owners within a 300 ft. radius from all corners of the subject property, and notification of council member from that district.	Presentation before all neighborhood associations within a 1,000 foot radius, notification of all property owners within a 300 ft. radius from all corners of the subject property, and notification of council member from that district.	N/A	(As required by the specifically applicable overlay ordinance.)
Large Industrial (10,001 sq. ft. and greater)	Presentation before all neighborhood associations within a 1,500 foot radius, notification of all property owners within a 300 ft. radius from all corners of the subject property, and notification of council member from that district.	Presentation before all neighborhood associations within a 1,500 foot radius, notification of all property owners within a 300 ft. radius from all corners of the subject property, and notification of council member from that district.	Presentation before all neighborhood associations within a 1,500 foot radius, notification of all property owners within a 300 ft. radius from all corners of the subject property, and notification of council member from that district.	N/A	(As required by the specifically applicable overlay ordinance.)

III. Procedures

Prior to the submission of any application listed in the Public Participation Applicability Table, the applicant shall provide an opportunity for the proposed project to be reviewed by the neighboring property owners, residents, and businesses as well as representatives from the area neighborhood association(s). In addition, the applicant shall provide documentation of the neighborhood meeting at the time the application is submitted for acceptance.

An official mailing list shall be obtained from the Department of Planning and Economic Development. A requested mailing list is valid for forty-five (45) days from the date of request.



For all Neighborhood Review Meetings the following shall apply:

- A. The applicant shall select the meeting time and meeting place. The starting time selected shall be limited to weekday evenings between the hours of 6:00 p.m. and 8:00 p.m. or weekends between the hours of 9:00 a.m. and 5:00 p.m. Neighborhood review meetings shall not be held on legal holidays. The meeting shall be held at a location open to the public or at a public facility within the vicinity of the proposed project. All non-contiguous sites are considered separate applications and the applicant shall hold separate neighborhood meetings for each site.

If the meeting is held at a private residence or business, it shall be visibly posted at the time of the meeting as the meeting place and shall note that the meeting is open to the public and all interested persons may attend.

- B. The applicant shall send a written meeting notice to: the Director of the Department of Planning and Economic Development and all required recipients set forth in the Public Participation Ordinance Applicability Table.

The notice shall include the date, time, and location of the meeting, and the tax map and tax lot number(s) of the proposed site. In addition, the notice shall state the site address (if one exists), acreage, and the land use or zoning designation. The notice shall briefly discuss the nature and location of the proposal (i.e. approximate number of lots or units, housing types, and proposed development action).

The meeting notice shall include the Department of Planning and Economic Development's form letter entitled "Welcome To A Neighborhood Review Meeting" which is provided in this packet.

The meeting notice shall include a copy of the Tuscaloosa County tax map or a GIS map that clearly identifies the proposed site location. The notice shall be mailed not less than 20 calendar days prior to the meeting date.

- C. Not less than 20 calendar days prior to the neighborhood meeting, the applicant shall post a free standing 2' x 3' public notice sign(s) with minimum 2" lettering on the property which is subject to the proposed application (the sign shall be weather proof, marked with permanent ink, securely fastened to two sturdy posts, and placed in a position that is legible from the street right-of-way). If a parcel (or parcels) does not have frontage on a public road, the property shall be posted in a conspicuous place at the point such property obtains access to a public road.

The public notice sign shall state that the site may be subject to a proposed development (e.g. subdivision, variance, special use) and shall set forth name of the applicant and a telephone number where the applicant, or applicant's representative, can be reached for additional information. The sign shall include the date, time and location of the meeting. The site shall remain posted until the



conclusion of the meeting. The Department of Planning and Economic Development will not be responsible for posting the site.

- D. At the neighborhood meeting, the applicant shall review the proposed application with the neighbors. The attendees may identify reasonable issues that should be addressed in the proposed application. It is recommended that the applicant be prepared to discuss the following aspects of the project: size and scope of the project, architectural style, traffic impact, proposed variances, landscaping, and anticipated start and completion dates.
- E. The neighborhood meeting shall occur within 180 days of the submission of a land development application.
- F. The applicant should allow the neighborhood organization representative to present comments at the beginning of the meeting regarding the desired purpose of the neighborhood meeting. The applicant shall make provision for minutes of the meeting to be taken. All issues raised and a summary of the applicant's responses should be listed in the meeting notes including issues outside the purview of the applicant's responsibility. Notes should include issues raised by neighborhood responses by telephone or fax.
- G. An application shall not be deemed complete until the applicant demonstrates substantial compliance with this section by including the results of the meeting and supporting documentation with the application. This includes:
 - 1. A copy of the notice to surrounding property owners;
 - 2. A copy of the official mailing list from the Department of Planning and Economic Development;
 - 3. A signed affidavit of the mailing and posting of the required notice;
 - 4. A copy of the meeting notes taken to provide a record of the proceedings (minutes), which shall include the meeting date and time, the name and address of all people attending, and the verbal and written comments received. The applicant shall send a copy of the meeting notes within 14 days of the meeting to the neighborhood representative(s) who attended the meeting.
 - 5. A signed affidavit of the mailing of the meeting notes to the neighborhood representative(s).

[NOTE: If responses to the meeting notice were not received by the applicant and no one attended the neighborhood meeting, the applicant shall submit evidence as indicated above, with the meeting notes reflecting the absence of comment and/or attendance.]

- H. Any property owner or neighborhood organization representative who attended the meeting shall be allowed to comment on the meeting notes regarding the content of the meeting. Any comments on the meeting notes must be sent to the applicant and the Department of Planning and Economic Development within 14 days of receipt of the applicant's meeting notes.



- I. The Director shall provide affidavit of mailing and posting forms and maintain the current addresses for the neighborhood representatives on file in the Department of Planning and Economic Development. In addition, the Director will make available an example form letter for the neighborhood representative/property owner/resident mailings, example of a location map, mailing list request form, example of meeting notice sign, summary of procedures, and neighborhood meeting handouts.

