

## RESOLUTION #612

### **A RESOLUTION ADOPTING AS POLICY PROCEDURES FOR NEIGHBORHOOD MEETINGS CONCERNING DEVELOPMENT APPLICATIONS.**

**WHEREAS**, the participation of residents in the planning process is vital to its success; and

**WHEREAS**, the *Comprehensive Plan* encourages communication and citizen participation; and

**WHEREAS**, a neighborhood meeting policy is desired in order to bring about more public involvement in the planning process; and

**WHEREAS**, a neighborhood meeting policy would provide developers and surrounding property owners the opportunity to meet with one another early in the planning process to discuss any possible expected or unexpected adverse impacts the development may create; and

**WHEREAS**, a neighborhood meeting policy would open a dialogue between the applicant and the surrounding property owners affected by the proposed development to establish an early line of communication; and

**WHEREAS**, a neighborhood meeting policy would assist City residents in learning about development plans that may affect their quality of life or their property values; and

**WHEREAS**, a neighborhood meeting policy would improve communication between developers, residents and City staff; and

**NOW, THEREFORE, BE IT RESOLVED THAT THE FOLLOWING PROCEDURES BE ADOPTED BY THE GOVERNING BODY OF THE CITY OF SPRING HILL, KANSAS AS POLICY FOR THE NEIGHBORHOOD MEETING PROCESS:**

**SECTION ONE:** The following procedures should be followed for new development applications adjacent to or in close proximity to residential developments:

1. Prior to filing an application for a rezoning, planned district, conditional use permit or revised planned district, a pre-application meeting should be required between the applicant and City staff, unless such requirement is otherwise waived by the City Planner. At such pre-application meeting, the City Planner should determine if a neighborhood meeting is necessary.

2. Neighborhood meetings should typically be required for applications adjacent to or in close proximity to residential properties.
3. When neighborhood meetings are required, notification of the meetings should be provided by applicants to all property owners of record and all homes associations generally within two hundred feet (200') or one thousand feet (1,000') of the boundaries of the property of the proposed development. Such meetings should typically be held at the least fifteen (15) days or more prior to the scheduled meeting before the Planning Commission in order to allow adequate time to revise plans to address neighborhood issues and to provide a summary of the meeting issues to City staff. Proof of notification is required prior to consideration of the Planning Commission.
4. The purpose of notification is to allow the proposed development's surrounding property owners the chance to meet with the applicant prior to the scheduled public meeting before the Planning Commission and attempt to resolve issues that may impact quality of life in the area or the value of the surrounding properties.
5. An accurate written summary of the meeting should be made by the applicant and provided to City staff in order to forward to the Planning Commission. Such summary should include an outline of the concerns or issues raised by all parties involved, as well as indication the issues that remain unresolved.
6. The summary will provide a basis for City staff consideration of the proposed development and will become part of the written statement to the Planning Commission or Governing Body.

**SECTION TWO:** This resolution shall take effect and be in force from and after March 8<sup>th</sup>, 2007.

ADOPTED by the Governing Body this 8<sup>th</sup> day of March, 2007.

APPROVED by the Mayor this 8<sup>th</sup> day of March, 2007.

Signature of Mark Squire, Mayor

Attest by Beverly A. Hayden, City Clerk.

Approved as to form

Frank H. Jenkins, Jr. City Attorney