



Metropolitan **Planning** Commission

MOVING TOWARDS GREATER PUBLIC PARTICIPATION

Imagine a public participation scenario in which neighborhood stakeholders meet with the applicant of a proposed project, exploring creative solutions together in hopes of agreeing on a decision that is supported through consensus. Imagine—as well—that it becomes a requirement for the applicants of certain types of land development applications to actively seek and consider the input of neighborhood associations, and neighborhood residents, before the applicant goes before the MPC Board at a public hearing. Such a reality is not only possible; it is beginning to already take shape.

WHAT IS A NEIGHBORHOOD PARTICIPATION PLAN?

The purpose of the Neighborhood Participation Plan, of NPP, is to achieve the following:

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.

NEIGHBORHOOD PARTICIPATION PROCESS

1. Pre-Application Meeting

Applicant meets with MPC staff to discuss their project and clarify the Neighborhood Participation Plan process. Applicant schedules Pre-Application Conference.

2. NPP Preparation

Applicant begins preparation for the Neighborhood Participation Plan. Applicant selects a site for their meeting and writes a letter to the community, which will be sent to the City's *NotifyMe* website for neighborhood distribution. The letter will contain their proposed project information, along with the date, time, and location of the neighborhood meeting. Residents will receive the letter at least seven days before meeting.

3. NPP Meeting Notification

During application submittal, applicant informs MPC of date, time and location of neighborhood meeting. MPC mails notices to residents, as well as email notice of meeting through the City's *NotifyMe* website.

4. Neighborhood Meeting

Applicant schedules at least 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 shall 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 shall be held at a reasonable time and at a reasonable location.

5. NPP Report Preparation

Applicant prepares Neighborhood Participation Plan summary report based on comments from neighborhood meeting.

6. NPP Report Submittal

Applicant submits Neighborhood Participation Plan report to MPC staff, a minimum of two (2) weeks before the project's scheduled Public Hearing. At a minimum, the neighborhood participation report shall include dates and locations of all meetings; content; dates mailed; list of individuals and entities invited; meeting sign-in sheet; and summary of concerns and issues discussed during the meeting.

SUMMARY

The Neighborhood Participation Plan—all which takes place within the existing application timeline—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 shall not be construed as any prejudgment, commitment, or guarantee to require a successful resolution of differences between applicants and participants. It is not the intent of the Neighborhood Participation Plan to guarantee or require that an application will be approved with or without any particular conditions.



City of Shreveport | Caddo Parish

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EXHIBIT G