

NEIGHBORHOOD PARTICIPATION PROGRAM (NPP) FOR LAND USE ACTIONS

NEIGHBORHOOD LEADERS ROUNDTABLE
JUNE 1, 2013



WHAT IS THE NPP?

The Neighborhood Participation Program (NPP) for Land Use Actions is the City Planning Commission's overall plan for improved public notice and neighborhood participation.



WHICH LAND USE APPLICATIONS REQUIRE A PROJECT NPP?

- Zoning Changes (except those initiated by City Council Motion)
- Conditional Uses & Exceptional Uses
- RPCs & other planned developments
- BZA Waivers for multi-family residential, commercial, and industrial uses

WHICH LAND USE APPLICATIONS DO NOT REQUIRE A PROJECT NPP?

- Text Amendments
- Zoning Changes introduced by motion
- Overlay Zoning Districts
- Interim Zoning Districts
- Single and Two-Family Variance Requests

TEXT AMENDMENTS TO THE CZO

There are several changes implemented through ZD 16/13, a text change to the existing CZO.

- Main aspects to the text change:
 - Signage
 - Mailed Notice
 - Project NPP (applicants engaging the community before submitting the application)

POSTED NOTICE (PLASTIC SIGNS)

- Small signs for single and two family BZA variance requests
- Large signs for all other variance requests, zoning changes, conditional uses, and Residential Planned Communities
- If the site has more than one street frontage, a sign must be posted for each street frontage
- Safety & Permits will verify that the signage has been posted
- Encourage the applicant to take their own photos of posted signage as proof



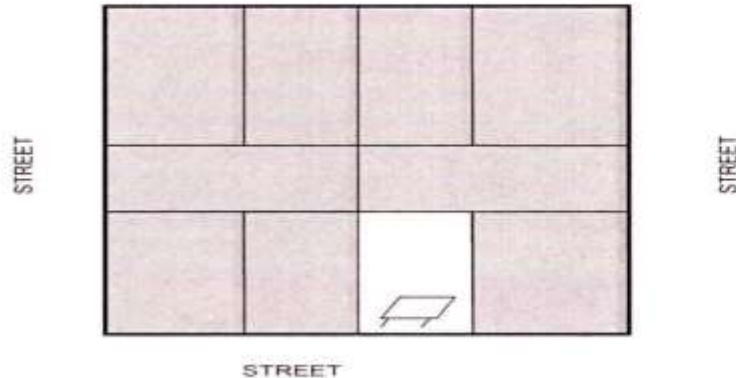
Notification Sign Diagram

The diagrams below illustrate how zoning application notification signs are to be posted for properties that are the subject of a zoning application. As illustrated below, notification signs should be posted facing any street adjacent to the property.

INTERIOR LOT

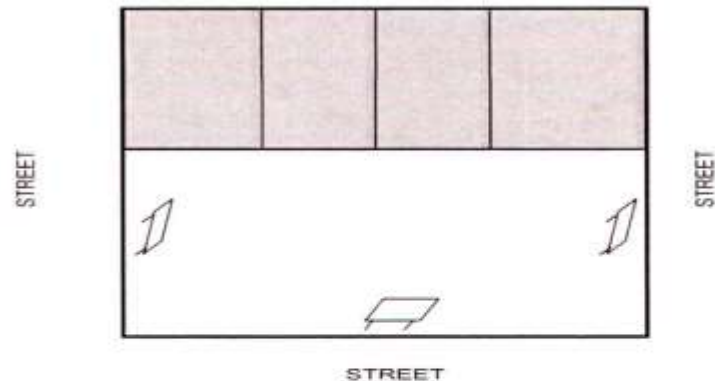
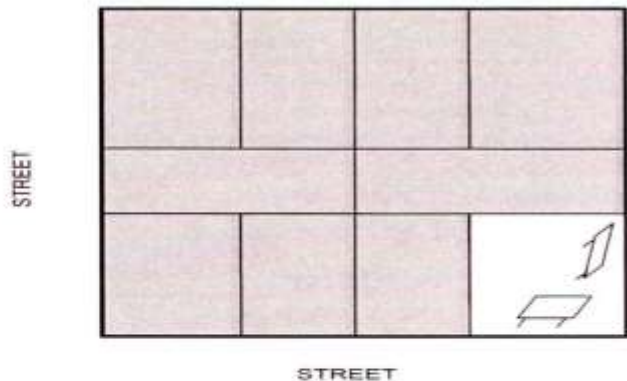
If your property (indicated in white) is located in the interior of the block, post a sign facing the street.

The sign is to be posted at least 15 consecutive days prior to the City Planning Commission meeting.



CORNER LOT

If your property (indicated in white) faces more than one street, post one sign facing each street. The sign is to be posted at least 15 consecutive days prior to the City Planning Commission meeting.



All signs will be provided at the time that a completed zoning application is received by the City Planning Commission.

PLASTIC PUBLIC NOTICE SIGNS ARE NOT REQUIRED FOR THE FOLLOWING

- Text Amendments
- Interim Zoning Districts
- Overlay Zoning Districts
- Zoning Changes initiated by the City Council covering multiple squares

MAILED NOTICE

CPC: Mailed notice should be sent at least 15 days before the public hearing

BZA: Mailed notice should be sent at least 5 days before the public hearing

Mailed notice should include:

- Neighborhood Associations on file with the City Planning Commission with boundaries that include the petitioned property
- Sites or structures below 25,000 sf:
 - Property Owners and residents within 300 ft. of petitioned site
- Sites or structures 25,000 sf or above:
 - Property Owners and residents within 600 ft. of petitioned site

PROJECT NPP SHOULD INCLUDE

- Brief description of the proposal including the nature of the CPC/BZA request and the estimated start and end dates for the project.
 - Site plans are needed if a structure is involved
- Contact list for notifying the required individuals and entities (CPC staff will provide)
- Describe how members on the contact list will receive information on the project (e.g. by letter)
- Describe how interested parties will be informed of any changes or amendments of the proposed project after the applicants initial contact (e.g. by email)
- State how those impacted by the proposal will be provided an opportunity to discuss the request if issues or questions should continue or suddenly rise (e.g. developer contact information)
- A location and time for a meeting with the neighbors

WHO MUST THE APPLICANT CONTACT FOR THE PROJECT NPP

- Neighborhood Associations on file with the City Planning Commission with boundaries that include the petitioned property
- Sites or structures below 25,000 sf:
 - Property Owners and residents within 300 ft. of petitioned site
- Sites or structures of 25,000 sf and above:
 - Property Owners and residents within 600 ft. of petitioned site
- The applicant may choose to deliver the information to occupants by hand.
- Letters to non-property owners can be addressed to “occupant”
- District Councilmembers have asked to be included in the notification/meeting invitation

MEETING INVITATIONS

The NPP Guide will advise applicants that meeting invitations should be sent:

- At least 5 days prior to the meeting date
- No more than 30 days in advance
- The meeting should be held within 90 days of the application submission.

PROJECT NPP REPORT TO BE SUBMITTED WITH APPLICATION MUST INCLUDE THE FOLLOWING

- Location, date & time of all meetings held with interested parties
- Names of individuals and entities that were noticed and all persons who participated in the process
- List of concerns, issues, and problems expressed by the participants
 - Provide a statement as to how each is addressed
 - If the concern is not addressed, state the reason(s)
- Copies of letter, affidavits, meeting invitations, newsletters, publications, sign-in sheets, and petitions received in support or against the proposed project, and any other materials pertaining to the notification process

WHAT WILL THE STAFF DO WITH THE PROJECT NPP REPORT?

- Upload the NPP Report into the City's website along with the application.
- Take into consideration the public's concerns and the applicant's responses described in the NPP report.
- Address those concerns and responses in the staff report.

STEPS FOR APPLICATIONS INCLUDING THE PROJECT NPP

Step 1

Meeting with CPC staff to discuss and clarify the NPP process

Step 2

Preparation of NPP for your project
(consult the NPP Guide's checklist)

Step 3

Implementation of NPP Plan
(contacting and meeting with neighbors)

Step 4

Preparation of NPP report (consult the NPP Guide's checklist) and land use application; submit to CPC staff

QUESTIONS