

TOWN OF COLLIERVILLE

Required Neighborhood Meeting Checklist

Planning Division
500 Poplar View Pkwy
Collierville, TN 38017

Telephone: (901) 457-2360
Fax: (901) 457-2354
Website: www.colliervilletn.gov



GENERAL DESCRIPTION: A neighborhood meeting is mandatory after the submission of an application for a Planned Development (PD) Overlay. A meeting not conducted in accordance with the following policies shall be considered to not have satisfied the requirements of §151.160 of the Collierville Zoning Ordinance. In addition to the minimum requirements, suggestions have also been provided to allow for more meaningful public engagement.

PURPOSE: The purpose of the neighborhood meeting is to educate owners of nearby lands about the proposed development and application, receive comments, and address concerns about the development proposal, where possible. Neighborhood meetings are encouraged as opportunities for informal communication between owners of nearby lands, applicants, and other residents who may be affected by development proposals. Neighborhood meetings must be held after a formal (PD) application has been submitted to the Town but early enough in the process so that changes can be made to address neighborhood feedback.

ROLES AND RESPONSIBILITIES: The applicant is responsible for presenting the information at the meeting. The applicant shall work with the Planning Division on the time, date, and location of the neighborhood meeting, as well as which properties and public officials need to receive notice of the meeting. Town staff may attend the meeting as an observer but will not make any presentations or endorse an application.

SCHEDULING: The neighborhood meeting shall take place after the initial application to the Town of Collierville and at least 14 days prior to consideration by the Planning Commission (PC). The neighborhood meeting shall be held either at a place that is generally accessible to neighbors that reside in close proximity to the land subject to the application or virtually online. It shall be scheduled after 5:00 p.m. and on a Monday, Tuesday, Wednesday, or Thursday and not on a day when Town Hall is closed for a holiday.

NOTIFICATION: The applicant shall provide notification of the neighborhood meeting a minimum of ten (10) business days in advance of the meeting by mail, to all owners and occupants within 500 feet of the land subject to the application and the Town Planner, who will forward the correspondence to the Board of Mayor and Aldermen (BMA). A list of addresses will be provided by the Planning Department. The notification shall state the time and place of the meeting. A sample notification letter has been included on Page 2.

DOCUMENTATION: The applicant shall provide to the Town Planner (or his or her designee) a written summary of the neighborhood meeting. The written summary shall include a list of those in attendance and a copy of any information shared with the attendees by the applicant. The written summary of the neighborhood meeting shall be provided within 7 days after the meeting and be made available to the public for inspection. If the meeting was held electronically and recorded, a copy of the recording should be provided to the Planning Division.

TIPS: Applicants should consider the following when planning a required neighborhood meeting in the Town of Collierville and how best to use the feedback they receive.

- The neighborhood meeting should be held early in the application review process for a PD Overlay and before revisions are submitted for public review. This will allow time for revisions to address any neighborhood concerns prior to the PC meeting. Applicants should consider delaying the public review of the PD application until comments received at the neighborhood meeting can be addressed.
- The neighborhood meeting should not conflict with a regular or special called meeting of the BMA or PC.
- The applicant should contact the HOAs/POAs of any nearby neighborhoods to see when a good time would be to hold the neighborhood meeting.

Checklist for a Required Neighborhood Meeting

Before Neighborhood Meeting:

- Hold Preapplication Conference with staff
- Contact nearby HOAs/POAs to discuss project and a good time for the meeting
- Schedule meeting time and location
- Sign this checklist on Page 2 and submit One (1) copy to the Planning Division
- Obtain address labels from the Planning Division
- Mail the meeting notifications to affected properties
- Send a copy of the meeting notice to Town Planner

During Neighborhood Meeting:

- Have a sign in sheet
- See the tips on Page 2 for how to run a neighborhood meeting

After Neighborhood Meeting:

- Provide a written summary of the neighborhood meeting to Town Planner

- ❑ The location should be an enclosed or otherwise weather-proofed and hospitable building that has adequate restroom facilities, seating provided for a majority of the participants, and is handicapped accessible.
- ❑ The applicant should keep the neighborhood meeting to no more than one (1) hour in duration. Below is a sample order of discussion.
 - Open Dialogue Portion (10-15 minutes): Have printout of plan available and applicant team available to answer questions informally regarding quick inquiries
 - Applicant Gives Slide Presentation (15 minutes): In addition to an overview of the project (location, uses, density, phases, etc.), the applicant should provide information at the meeting on the next steps for the project, such as:
 - the soonest PC meeting date and time;
 - how to contact the Planning Division about the project; and,
 - information on how to receive a copy of the complete application that has been submitted to the Town.
 - Applicant Answers Questions from Group (30 minutes): Applicant should be located in the front of the room and questions to be asked from a podium or other location designated by the applicant.

EXAMPLE LETTER TO NEIGHBORS

February 1, 2022

Hello! You are receiving this letter to provide public notice of an upcoming Neighborhood Meeting for a proposed Planned Development Overlay for the property located at _____. The meeting will be held on Tuesday, March 1, 2022 at 5:15 PM CDT, and you are welcome to join the virtual Zoom Neighborhood Meeting by following these instructions:

_____.

Project Description: _____ is proposing to construct _____. Proposed uses are _____. The overall acreage of the development site is approximately _____.

Why are you receiving this letter? You live or own property within 500' of your property or are a Town official.

What is the purpose of the meeting? The purpose of the meeting is to make citizens aware of a potential new development within your immediate vicinity and allow you to engage with the applicant early in the review process. The meeting is meant to be informative and provide an opportunity to ask questions directly to the developers about the project. Neighborhood meetings are required for Planned Development Overlay applications and must be held after a formal application has been submitted to the Town but early enough in the process so that changes can be made to address neighborhood feedback. If the project continues, it will go through a public review process and be considered by the Planning Commission (PC) and Board of Mayor and Aldermen (BMA) at public meetings. Please be aware that these public meetings of the PC and BMA allow for public comments but do not involve a question-and-answer session.

Will the project be voted on at this meeting? No. The neighborhood meeting is for informational purposes only. The project, should the applicant continue with the application, will be considered by the PC and BMA. Both the PC and BMA meetings will be publicly noticed (newspaper, Town website, postcards, and a sign on subject property) and will include time for citizens to speak. Citizens can provide written comments to the Town staff at planning@colliervilletn.gov if they do not want to attend the public meetings in person.

Format of the meeting:

- 5:15 – 5:25 pm directions on how/when to comment; time to ask quick format questions
- 5:25 – 5:40 pm formal presentation by the applicant to discuss the main points of the plan
- 5:40 – 6:15 pm question and answer time; citizens will ask questions within the forum so all in attendance can hear and/or read each question

Can you see the proposed plans prior to the meeting? Absolutely! There is a copy of the proposed plan included with this mailing. If you have any questions prior to the meeting, feel free to contact the applicant: Their contact information is:

_____.

APPLICANT ACKNOWLEDGEMENT: I have reviewed the neighborhood meeting checklist for PDs. I understand that a PD Application will not proceed for public review by the PC and BMA until the required neighborhood meeting is held and the requirements of §151.160 of the Collierville Zoning Ordinance have been satisfied.

Signature of Applicant

Printed Name

Date