

## EXHIBIT 1

### **CITY COUNCIL POLICY FOR DEVELOPER/NEIGHBORHOOD MEETINGS SPRINGFIELD, MISSOURI**

For all development applications involving an advertised public hearing, City Council requires developers to hold a neighborhood meeting and invite the neighborhood surrounding their project along with any recognized neighborhood organizations.

It is recommended the neighborhood meeting be held early enough to provide adequate time for the developer to negotiate with the neighborhood to attempt to resolve any issues and provide any changes to staff to evaluate and include in the staff report. In no event, shall the neighborhood meeting take place any closer than twenty-one (21) days prior to the Planning and Zoning Commission public hearing. The developer should also allow adequate time for negotiation with the neighborhood to attempt to resolve any issues. Notice of the meeting shall be sent by first-class mail, postage paid, at least ten (10) days prior to the meeting, to at least one record owner of each property within at least five-hundred (500) feet of the development proposal. Notice shall also be sent by first-class mail, postage paid, at least ten (10) days prior to the meeting to all neighborhood association officers if there is a recognized neighborhood association.

It is strongly recommended the meeting be held on the property or in the vicinity of the property involved in the application. If this is not possible, an explanation shall be provided citing the reasons the meeting was held elsewhere. It is also strongly recommended the meeting be held during the time frame of 4:00 to 6:30 PM to allow more neighbors to attend before or after work. If the meeting is held during a different time frame than recommended, an explanation shall be provided indicating the reasons a different time was necessary.

The Planning and Development Department can provide a mailing list for a fee covering the cost of preparing the list. The Planning and Development Department also has a list of all recognized neighborhood associations with the mailing addresses of the association officers.

Following the neighborhood meeting and at least ten (10) days prior to the Planning and Zoning Commission public hearing, the developer shall submit a summary of the meeting to the Planning and Development Department using the attached format and including responses to the items listed on the template form. Additional information, such as letters from neighbors, shall be attached to the summary.

1. The names of everyone who attended the neighborhood meeting.
2. A list of the issues that were raised by the neighborhood.
3. The developer's responses to the issues (City Council does not expect all of the issues to be resolved to the neighborhood's satisfaction, however, the developer must explain why the issues cannot be resolved. If staff determines the developer did not make a serious attempt to address the issues, staff shall recommend denial or tabling of the application.)

If the developer does not submit the information listed above at least ten (10) days prior to the Planning and Zoning Commission public hearing, the application shall be considered incomplete and the Commission shall, following the public hearing, table the case and continue the public hearing to the next meeting or a later meeting agreed to by the developer. The developer shall be responsible for the postage fees related to notifying the neighbors that the application will automatically be postponed.

## Exhibit 2

### NEIGHBORHOOD MEETING SUMMARY

1. Development Application:
2. Meeting Date and Time:
3. Meeting Location:
4. Number of invitations that were sent:  
How was the mailing list generated?
5. Number of neighbors in attendance (attach a sign-in sheet):
6. List the verbal comments and how you plan to address any issues:  
(City Council does not expect all of the issues to be resolved to the neighborhood's satisfaction, however, the developer must explain why the issues cannot be resolved)
7. List or attach the written comments and how you plan to address any issues:

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