

Virtual Neighborhood Meetings

Demo Presentation

Cliff Ashburner, Dinsmore & Shohl, LLP

Introduction/Conduct of “normal” meeting

- Meetings are to inform both the public and the applicant about issues with the property or in the area.
- Meetings are designed to start the conversation between applicants and area residents/stakeholders early
- Reports of the meeting include notice, sign-in sheet, synopsis of the meeting
- Meetings are held in different formats for different projects



ZONING MAP AMENDMENT PROCEDURES

Louisville Metro Planning & Design Services

444 South 5th Street • Louisville, KY 40202
(502) 574-6230
www.louisvilleky.gov/planningdesign

PRE-APPLICATION

DAY 1 Pre-Application Submitted



- Deadlines are Mondays at 2:00 p.m.
- Fee: \$100.00
- Optional Pre-App Meeting (encouraged for new applicants)

DAY 17 Agency comments sent to applicant

- Comments should be finalized 17 days after the deadline (Wednesdays) and can be accessed online at <http://ipldata.msdlouky.org/PLNCISProj.aspx>

DAY 27 Neighborhood Meeting held



- Informative meeting held by applicant

FORMAL APPLICATION

DAY 28 Formal Application submitted



- Deadlines are Mondays at 2:00 p.m.
- Fees due for initial application
- Application materials can be found online at the PDS website

DAY 44 Agency comments sent to applicant

- All agency comments must be addressed to proceed to the public hearing process
- If necessary, all resubmittals are subject to the Monday deadline at 2:00 p.m.

Resubmittals

DAY 59 LD&T Meeting held



- LD&T held on 2nd and 4th Thursdays of the month
- 14-day notice required to 1st and 2nd tier adjoining property owners

PUBLIC HEARING

DAY 78 Public Hearing held



- Planning Commission held on 1st and 3rd Thursdays of the month
- Notices required: 18-day notice to 1st and 2nd tier adjoining property owners; signs posted on site; newspaper legal ad **to be paid by applicant (\$)**

DAY 92 Public Hearing Minutes approved

- Minutes of the meeting approved at the following Planning Commission hearing
- Approved minutes transmitted to appropriate Legislative Body

DAY 112 Decision approved by Legislative Body

Legislative approval is outside of the department's process

- See applicable Legislative Body for details of its process

Note: Days represent the minimum amount of time to complete the process. Various factors often increase the amount of time it takes to receive a zoning map amendment.

Requests for Zoning Map Amendments are public record and available for review. For details regarding a specific application contact the case manager.



Fees due



Public Meeting







Notice

- Notice will include copy of plan and written instructions to login to Webex session.
- Notice will also include phone and email to get copy of presentation to be delivered at the meeting
- Notice will be sent in accordance with LDC Chapter 11 (14 days in advance)

The Meeting

- Meeting will be conducted after normal work hours (6 pm or later)
- Host will present the plan, information regarding the property and area, along with information regarding the process and future opportunities for public comment
- Participants can then comment via chat or by “raising their hands” and being called on

Additional feedback opportunities

- Attendees by phone will have the opportunity to get questions answered at the meeting
- We will submit the chat box transcript along with the list of attendees and our summary.
- As we do in all cases, we invite discussion before, during and after meetings