

No. 36

Citizen Participation Ordinance

Revised 12-13-04

Purpose. Every application requiring a public hearing, as well as all site plan review applications, shall include a citizen participation plan that must be implemented prior to the first public hearing or site review *or concept review for subdivisions*. The purpose of the citizen participation plan is to:

- A. Insure that applicants pursue early and effective citizen participation in conjunction with their applications, giving them the opportunity to understand and attempt to mitigate any real or perceived impacts their application may have on the community;
- B. Insure that the citizens and property owners of Greenville 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;
- C. Facilitate ongoing communication between the applicant, interested citizens and property owners, city staff, and elected officials throughout the application review process.

The citizen participation plan 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.

Information required by applicant. (*Except for subdivision applications*). At a minimum the citizen participation plan shall include the following information:

- A. A letter introducing the proposed project to affected residents (within 500 ft.) and describing the impact it may/will have on: the surrounding properties, the Town itself, or adjacent communities. Include all things such as stormwater management, utilities, roads/traffic, fire/police protection, air/noise pollution, natural resource/land preservation, or curb appeal as applicable.
- B. Details of the proposed development, including: maps, site plans, and a contact name, address and phone number where affected residents can call with questions.
- C. A meeting agenda, *when required by Town Staff*, that lists a time and place for an informational meeting for affected residents, at least 7 days before the scheduled Town public hearing, to give an applicant adequate time to respond so that a Citizen Participation Report can be filed by the applicant at least 5 days before the Town public hearing. In order to provide the greatest opportunity for interested parties, this meeting shall be held on a Monday-Thursday evening after 6:00 PM.

Information required by applicant (for subdivision applications). All Requirements for a citizen participation plan remain the same as listed above except that the information meeting must be held 7 days before, and the Citizen Participation Report filed 5 days before, the subdivision concept review meeting of the Planning Commission.

The Town shall be required to:

- A. Provide mailing of all notifications required by ordinance, for both the Town and developer.
- B. Provide Town facilities, if necessary, to facilitate informational meetings required by the Town.
- C. Properly notice all informational meetings, as a quorum of Town Board members may be present.
- D. Provide a mailing list to the applicant for their use in extra communication with the public regarding their development.
- E. Assist with the scheduling of the informational meetings in coordination with the public hearing.
- F. *Encourage at least one Town Board member and one Planning Commission member attend all initial citizen participation meetings for subdivision plats.*

Phasing. The applicant may submit a citizen participation plan and begin implementation prior to formal application at their discretion. This shall not occur, however, until after a pre-application meeting and consultation with the Town Staff or if required the Planning Commission.

Citizen Participation Report. This section applies only when a citizen participation plan is required by the ordinance codified in this section.

- A. The applicant shall provide a written report on the results of the citizen participation effort prior to the time that the Town Staff sends out an informational packet to the *Planning Commission* so that the report can be included in the packet. (*At least 5 days before public hearing or concept review for subdivisions*).
- B. At a minimum, the citizen participation report shall include the following information:
 - 1. Details of techniques the applicant used to involve the public, including:
 - 2. Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal;
 - 3. Content, dates mailed, and numbers of mailings, including letters, meeting notices, newsletters and other publications;
 - 4. The number of people that participated in the informational meeting process.

5. A summary of concerns, issues and problems expressed during the process, including:
 - a. The substance of the concerns, issues and problems;
 - b. How the applicant has addressed or intends to address concerns, issues and problems during the process; and
 - c. Concerns, issues and problems the applicant is unwilling or unable to address and why.

6. Failure of the applicant to provide a citizen participation report that fulfills the requirements of this ordinance shall be grounds for the reviewing body to table discussion of the amendment, change, development or site plan until such a report has been filed.

Citizen Participation Signage Requirements. *To Improve the communication process with citizens, all public hearing applications governed by this ordinance shall require that a sign be posted on the property in question as designed below:*

- A.*** *The application shall allow appropriate Town staff to enter upon the property for the purpose of placement and removal of a “notice of hearing” sign upon the property, viewing the property prior to hearing, and conducting an inspection to determine compliance with the terms and conditions, if any, of the permit or variance granted. This shall be done in the form of a signed waiver.*

- B.*** *For the purpose of this ordinance, the location, and timing of placement and removal of the sign shall be determined by the Town of Greenville. The sign shall not be moved or removed by anyone other than Town Staff.*

- C.*** *A \$70.00 fee shall be added to each application governed by this ordinance to pay for necessary signage and related work needed to fulfill these requirements.*

Adopted on August 13, 2001
Revised December-13-2003

