

A developer hosted Neighborhood meeting is required for all rezoning and Planned Development requests. Below are the City requirements for hosting this meeting. City staff is available to assist with mailing labels for residents within 200 feet of the rezoning site, and also with providing a schedule to ensure all deadlines are met prior to the formal Planning Commission public hearing date. For assistance, please contact the Commission Secretary at (864) 404-3288.

Sec. 4:3.3 - Neighborhood meeting required.

A neighborhood meeting shall be required for all proposed Map Amendments (e.g. Rezoning and Planned Development requests) and shall take place a minimum of twenty (20) days prior to the scheduled public hearing.

Sec. 4:3.4 - Procedures.

If a neighborhood meeting is convened it should generally comply with the following procedures:

1. *Time and Place.* The neighborhood meeting should be held during the hours of 5:30 - 9:00 p.m., Monday through Friday at a place that is generally accessible to occupants of property in close proximity to the land subject to the application unless affected property owners request a different time. Meetings shall be held at least twenty (20) calendar days prior to the scheduled public hearing. Failure to do so will result in a delay of the public hearing schedule.
2. *Notification.* The applicant shall post a Neighborhood Meeting sign (provided by the Business and Development Services Department) at the development site location along each road front, at least ten (10) days prior to the neighborhood meeting. In addition, the applicant shall provide notice of the meeting via first class mail. Notices must be postmarked a minimum of seven (7) calendar days prior to the Neighborhood Meeting. The notification shall state the time, place and subject of the meeting and shall be mailed to the following:
 - a. All owners and occupants of properties located within a two hundred (200) feet of the land/properties subject to the application;
 - b. Any neighborhood organization that represents citizens within the area; and
 - c. The City of Mauldin Business and Development Services Department.
3. *Meeting Agenda and Conduct.* A sign-up sheet shall be provided at the meeting to collect and record the names and addresses of all attendees. The Neighborhood Meeting agenda is to cover the following items:

- Introduction of the meeting organizer (developer, property owner, etc.);
 - Description of the application and rezoning request;
 - Explanation of why the request is being made (including any plans for future development) and why the application is reasonable and compatible with the surrounding area; and
 - Time devoted to address community questions and concerns.
4. *Meeting Summary.* Subsequent to the neighborhood meeting, and at least fifteen (15) days prior to the scheduled public hearing, the applicant shall provide the City with a written summary of the Neighborhood Meeting. The summary shall include the following:
- A copy of the mailed notice of the neighborhood meeting with a mailing list of all residents and/ or businesses that were notified of the meeting.
 - A list of attendees and their addresses.
 - A summary of concerns and issues expressed during the meeting.
 - A summary identifying how the applicant addressed concerns and issues expressed during the meeting.
5. *Staff Report.* In addition to the application and staff report typically provided for a public hearing review, staff shall also include a copy of the Neighborhood Meeting summary.