

CITY OF MAYFLOWER, ARKANSAS REZONING GUIDELINES AND PROCEDURES

Guidelines

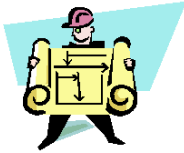
1. The proposed land use will be designated, located and operated so that the public health, safety, and welfare are protected.
2. The proposed land use must be compatible with the surrounding area.
3. The proposed land use will conform to all applicable provisions for the district as stated in the Mayflower Zoning Ordinance.
4. The use will facilitate public convenience at the location.
5. The proposed rezoning will conform to all off-street parking and loading requirements. Egress and pedestrian ways shall be adequate.
6. Safeguards limiting noxious or offensive emissions, including lighting, noise, glare, dust and odor will be addressed in the proposed use application.
7. Open space located on the proposed use will be maintained by the owner/developer.
8. The site size and shape, along with the proposed structure(s) size, shape and arrangement, will conform to the intent of the Zoning Ordinance.
9. The City Council may consider various recommendations and planning documents from several sources such as the Planning Commission and the Comprehensive Plan in determining if a rezoning is appropriate.
10. Any denial of a rezoning by the City Council shall be final for one year and the same application may not be reinitiated until the expiration of that deadline.
11. No petition for rezoning shall be reviewed by the City Council without a report from the Planning Commission.

Procedures

1. The Petitioner must pay a filing fee of \$125.
2. The Application for Rezoning must be submitted to the Administration Department **no less than 15 days prior to the public hearing.** (See attached Planning Commission schedule)
3. The application will show the location and intended use of the site. The application must include a statement and a diagram explaining why the proposed rezoning will not conflict with surrounding land us. A general graphic representation should be submitted as well.
4. The petitioner must place a notice of public hearing in the Log Cabin Democrat appearing **at least once 15 days prior to the public hearing.** (See enclosed sample) The notice must include:
 - (a) The current zoning and rezoning being sought,
 - (b) The location (including legal description and address. If no address is available, a description, that is clear to the average person, will suffice) and
 - (c) The date, time, and place of the public hearing. Meetings are usually held in the Mayflower Municipal Building.)

The public notice must be headed “Public Notice” and include the name of the current chairman of the Planning Commission.

5. The petitioner must post one or more public hearing signs on the proposed property. The sign(s) should be clearly visible and unobstructed to the passing general public. The sign(s) should be posted on or near the front property line **no later than 15 days prior to the public hearing.** The disposable sign(s) is obtained from the Permits Department. The sign(s) should remain on the property until the public hearing before the Planning Commission.
6. The petitioner for a rezoning must notify by certified letter and / or petition, **no less than 15 days prior to the public hearing,** all property owners within 300 feet of the petitioner’s property of the intention to Rezone. The petitioner must state the date and time of the public hearing in the certified letter and / or petition. The postmarked certified receipts and / or return receipts and / or petition must be submitted to the Administration Department staff **no later than 10 days prior to the public hearing.** A map showing the location of the property and a letter from the petitioner certifying that



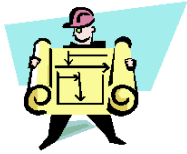
the map shows a complete list of those property owners must also be submitted at that time. This map is used to verify that all property owners have been notified. The City Planning Commission shall hold one (1) or more public hearings regarding the petition.

7. Following the public hearing, the Planning Commission will send its recommendation to the City Council. The recommendation will report on the effect of the rezoning and / or proposed buildings upon the character of the surrounding neighborhood, traffic conditions, public utilities and other matters pertaining to the general public welfare.
8. The proposed rezoning may be approved as presented, or in modified form, by a majority vote of the Planning Commission. The recommendation is then sent to the City Council.
9. If the Planning Commission recommends disapproval of a proposed amendment, the reasons for disapproval will be given in writing to the petitioner within 30 days from the date of the public hearing and the recommendation for disapproval will be sent to the City Council.
10. The City Council then acts on any Planning Commission rezoning recommendation. A petitioner may withdraw the request for rezoning prior to action by the City Council.
11. The City Council may authorize or deny the issuance of a rezoning for the use of land or buildings as requested.
12. The City Council may impose conditions and restrictions to the rezoning as may be necessary to reduce or minimize any detrimental effects of the rezoning use. Such conditions may be necessary to ensure that the rezoning use is compatible with the surrounding property.
13. The Planning Commission and the City Council shall in no case authorize less than the minimum requirements of the Zoning Ordinance relating to height, area, setbacks, parking or landscaping.

**It should be noted that this is not an exhaustive guideline regarding rezoning applications.

Checklist of Items for a Rezoning

- ❑ **Application for Rezoning** – Filed with the Administration Department no later than 15 days prior to the public hearing.
- ❑ **Statement and Diagram Explaining Intended Use** – Filed with the Administration Department no later than 15 days prior to the public hearing.
- ❑ **Filing Fee** – Paid at the Administration Department no later than 15 days prior to the public hearing.
- ❑ **Sign** – A disposable sign is obtained at the Administration Department. The sign must be posted no later than 15 days prior to the public hearing.
- ❑ **Proof of Publication** – Obtained from the Log Cabin Democrat after the placement of the public notice. The ad must appear at least once no later than 15 days prior to the public hearing. Filed with the Administration Department.
- ❑ **Certified Letters and / or Petitions to All Owners within 300 Feet** – After notification, the postmarked certified receipts and / or return receipts and / or petition are filed with the Administration Department not later than 10 days prior to the public hearing. Notification must be made no later than 15 days prior to the public hearing.
- ❑ **Map showing Property Owners within 300 Feet** – A map including the names of property owners. Filed at the Administration Department along with the certified receipts-returns and / or petitions not later than 10 days prior to the public hearing.
- ❑ **Planning commission bylaws require a representative be present at the planning commission meeting for each request. If no representative is present, the request will be held in committee.**



**Application for Rezoning
Mayflower Planning Commission
City of Mayflower, Arkansas**

Date: _____

Proposed Location:

Address: _____

Subdivision Name: _____

Block Number: _____ Lot Number: _____

Property description if not in subdivision: _____

Present Zoning Classification: _____

Description of Rezoning Sought: _____

Applicant Information

Name: _____

Address: _____

Phone Number: _____

Applicant's Signature: _____

(Attach all necessary maps and drawings)



Notice of Public Hearing and Certified Letter Format

The information below is to be included in the newspaper notification and certified letters.

Notice is hereby given that **(name)** _____
has filed an application for rezoning with the City Planning Commission
requesting that: _____

_____ be allowed at a site **(address and legal description)** _____

A public hearing will be held on said application **(date)** _____

At 7:00 p.m. in the Municipal Building, 2 Ashmore Street, Mayflower. All persons are called upon to show cause for or against the granting of said permit.

Jana Green-Fornash, Chair
City Planning Commission
Mayflower, Arkansas

**This notice is to be run in the legal notices section of the Log Cabin Democrat
no later than 15 days prior to the public hearing.**

Deadline for Legal Notices

The deadline for the legal notices is 2 pm two business days before publication. Legals that are longer than two typewritten pages of 8 1/2" x 14" double-spaced material will require an extra day for preparation.

Legals may be e-mailed to cgeraldson@thecabin.net, dropped off at the office at 1111 Main Street, or faxed to 501-327-6787. Questions concerning the Log Cabin Democrat's procedures should be directed to:

Crystal Geraldson
Log Cabin Democrat
1111 Main Street
PO Box 969
Conway, AR 72032
501-505-1223