

# Tower Grove South Neighborhood Association Development Committee

## Process for Vetting Requests for Letters of Support

The TGSNA Development Committee's primary function is to vet developer/property owner requests for letters of support from the Association for the purposes of obtaining municipal approval for zoning changes, business permits, and other related matters, such as petitions to the Cultural Resources and Historic Preservation Board.<sup>1</sup>

In seeking a letter of support from the Association, the request goes through the following processes depending on the size/nature of the development request.

- I. **MINOR DEVELOPMENT PROJECTS:** (Business zoning variances/permits + New Construction/repurposing under \$250,000)
  - At least 45 days prior to the anticipated date when a letter of support is required,<sup>2</sup> the developer/property owner will contact the Development Committee, give a description of the project, provide contact information, and explain why a letter of support is being requested.
  - Within 48 hours of receipt of the request for support, the chair of the Development Committee will notify the TGSNA Board President of the request. The board president may, at his or her discretion, inform the rest of the board of the pending request.
  - At the next scheduled Development Committee meeting (the 4<sup>th</sup> Tuesday of every month), the developer/property owner will give a presentation to the committee detailing the proposed project e.g. # units or sq. ft. of retail or commercial space, cost/time projections, benefits to the neighborhood, support of abutting residents or businesses. (In most cases, the developer/property owner will present to the committee 3 letters of support of property owners within 200 feet of the proposed project at the time of the presentation).
  - A week before the presentation, the chair will post a public notice of the presentation on the Association's website and invite affected residents and/or businesses to make comments on the Committee's standard form.

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<sup>1</sup> The Development Committee does not review requests for letters of support for grant proposals or other requests for funding. Those are considered by the TGSNA Board.

<sup>2</sup> The Development Committee may waive time requirement for Minor Developments at its discretion.

- Following the presentation (normally immediately after the presentation), the committee will consider the following questions in making its recommendation to the TGSNA Board President.
  - a. Does the developer/property owner adequately provide background information concerning the project?
  - b. Are the cost/time projections reasonable?
  - c. Does the developer/property owner provide sufficient evidence of abutting residents/business owners' support for the project?
  - d. Does the project appear to benefit the neighborhood as a whole?
  - e. Does the project address any of the Association's *Guiding Development Principles*?
    - Preserving and enhancing the unique architectural and social character of the entire neighborhood
    - Supporting racial/income/ age/sexual orientation diversity
    - Expanding affordable housing options and controlling hyper-gentrification
    - Increasing the quantity and quality of retail/service options in both the commercial and residential districts
    - Enhancing the livability and sustainability of the neighborhood
    - Promoting the social cohesion of the Tower Grove South community
- Within 48 hours of the Committee's deliberations, the chair of the Development Committee will submit a copy of the Committee's recommendation form which indicates the Committee's decision whether to recommend/not to recommend and its rationale.<sup>3</sup> Unless the TGSNA Board President has concerns about the Committee's recommendation, he or she will automatically comply. However, in the event that the President does have concerns, he or she may refer the request for support to the full board for further deliberation.
- Unless the request goes to the full board, the TGSNA Board President will email the developer/property owner a copy of the letter of support or an explanation of why the board decided not to comply with his or her request by the second Tuesday of the month.

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<sup>3</sup> Form to be developed separately at a later date.

II. **MAJOR NEW DEVELOPMENT/REPURPOSING PROJECTS** (Any new construction/repurposing involving more than 2 residential units or an estimated cost exceeding \$250,000)

- At least 90 days prior to the anticipated date when a letter of support is required, the developer/property owner will contact the Development Committee, give a description of the project, provide contact information, and explain why a letter of support is being requested.
- The Development Committee will send notification to the Association of the request and invite the board to be present at the next scheduled Development Committee meeting.
- At the next scheduled Development Committee meeting (the 4<sup>th</sup> Tuesday of every month), the developer/property owner will give an initial presentation to the Committee detailing the proposed project e.g. # units or sq. ft. of retail or commercial space, cost/time projections, benefits to the neighborhood, support of abutting residents or businesses.
- If the Committee feels that the project merits further review, it will arrange a follow-up presentation with residents/businesses within 200 feet of the proposed development within 14 days of the initial presentation. A week before the follow-up presentation, the Committee will deliver flyers to abutting residents/businesses and will also post a public notice of the presentation on the Association's website. It will invite immediately affected residents and/or businesses to make comments on the Committee's standard form.<sup>4</sup>
- If the Committee feels that the project merits further review after the follow-up presentation, it will recommend that the TGSNA board authorizes a third presentation by the developer to the neighborhood-at-large at the next scheduled TGSNA General Membership Meeting. The presentation will be open to the public and will be recorded. It will also be accompanied by a Committee generated survey that will be available on the Association's website. The recording of the presentation and the survey results (once analyzed) will be posted on the Association website.
- Following this final presentation, the Committee will meet within 7 days to consider the following questions in making its recommendation to the TGSNA Board.
  - ❖ Does the developer/property owner adequately provide background information concerning the project?
  - ❖ Are the cost/time projections reasonable?
  - ❖ Does the developer/property owner provide sufficient evidence of abutting residents/business owners' support for the project?
  - ❖ Does the project appear to benefit the neighborhood as a whole?

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<sup>4</sup> To be developed separately at a later date.

- ❖ Does the project address any of the Association's *Guiding Development Principles*?
  - Preserving and enhancing the unique architectural and social character of the entire neighborhood
  - Supporting racial/income/ age/sexual orientation diversity
  - Expanding affordable housing options and controlling hyper-gentrification
  - Increasing the quantity and quality of retail/service options in both the commercial and residential districts
  - Enhancing the livability and sustainability of the neighborhood
  - Promoting the social cohesion of the Tower Grove South community
- At the next scheduled full board meeting (the first Tuesday of the month), the chair of the Development Committee will deliver an oral and written report (emailed to the board 48 hours prior to the meeting) explaining the committee's recommendation. Following the chair's report, the board will discuss and vote on whether to write in support of the project. (If the committee recommends to honor the developer's request for support, the Development Committee chair will offer the board a draft letter for consideration.)
- By the Tuesday of the following week (the second Tuesday of the month), the board president will email the developer/property owner a copy of the letter of support or will explain why the board decided not to comply with his or her request.