

# City of Charlotte – Community Meeting Instructions

**Petitioner’s Community Meeting (conditional petitions):** The required community meeting for conditional/optional cases must be held prior to the public hearing. It is recommended that the petitioner hold the community meeting as early as possible in the process so that the petitioner and the community have adequate time to work together. The community meeting report must be included in the site plan submittal for the public hearing. The petitioner may elect to hold additional community meetings prior to submitting a rezoning or during the rezoning process, a report is not required for additional community meetings. There is not a required community meeting for conventional cases or for text amendments.

- Use the following document naming convention for your applicable document uploads in Accela.  
External File naming convention:
  - Insert record #\_community meeting notice
  - Insert record #\_Community meeting report

## **Community meeting instructions:**

- a) When a Community Meeting is required, the petitioner should send the community meeting notice to the City Council district representative.
- b) A report on the community meeting with appropriate parties is required to be filed in the Charlotte City Clerk’s Office a copy of the community meeting report should also be uploaded to Accela. Failure to meet the deadline will result in an automatic deferral of the public hearing.
- c) Please use the attendance sheet provided below as it helps the attendees know why they are being asked to sign.

As a part of the conditional rezoning process, the Zoning Ordinance and state law requires a “community meeting” and submit a written report to the Office of the City Clerk. This meeting is instrumental in providing information to the public regarding your rezoning request. For this reason, the following should be considered when planning your meeting:

- Hold the meeting at 6:00 pm or later to allow citizens time to arrive after work or at a time that is suitable for the target audience. For example: if your adjacent property owners are located within an office park, a 5:00 pm meeting may be more appropriate.
- Hold the meeting in the community where the rezoning is located. If this is not possible, the meeting should be held in a location that is as close as possible to the area to be rezoned.
- Avoid holding the meeting on holidays.
- Invite your City Council representative.
- Mail out notices of the meeting no less than 10 days prior to the meeting.
- If no citizens attend your meeting, consider having a second meeting.

The community meeting report must include the following attachments: the report, mailing lists to whom invitations were sent, community meeting notice letter/ invitation and attendance sheet.

Please do not include yourself, clients, rezoning agent, design professionals etc. serving the petitioner on the attendance sheet.

Below is an example of a community meeting report. If you have any questions about this process, please contact a rezoning staff member at 704-336-2205.

## Example of Community Meeting Report

COMMUNITY MEETING REPORT  
Petitioner: **ABC Development, LLC**  
Rezoning Petition No. 2019-000

This Community Meeting Report is being filed with the Office of the City Clerk and the Charlotte-Mecklenburg Planning Commission pursuant to the provisions of the City of Charlotte Zoning Ordinance.

### **PERSONS AND ORGANIZATIONS CONTACTED WITH DATE AND EXPLANATION OF HOW CONTACTED:**

A representative of the Petitioner mailed a written notice of the date, time, and location of the Community Meeting to the individuals and organizations set out on Exhibit A attached hereto by depositing such notice in the U.S. mail on (Date). A copy of the written notice is attached hereto as Exhibit B.

### **DATE, TIME AND LOCATION OF MEETING:**

The Community Meeting was held on (Day and Date) at (Time) at (Name of place meeting was held and address).

### **PERSONS IN ATTENDANCE AT MEETING (see attached copy of sign-in sheet):**

The Community Meeting was attended by those individuals identified on the sign-in sheet attached hereto as Exhibit C. The Petitioner was represented at the Community Meeting by (list all persons present representing the petitioner).

### **SUMMARY OF PRESENTATION/DISCUSSION:**

Example of minutes: The Petitioner's agent, (Name), welcomed the attendees and introduced the Petitioner's team. (Petitioner's agent) indicated that the Petitioner proposed to rezone an approximately (acreage) site (the "Site") (location) from the (zoning district) to (zoning district). The (agent) explained the rezoning process in general and stated that the purpose of the meeting was to discuss the rezoning request and the conditional site plan and respond to questions and concerns from nearby residents and property owners.

(A team member) provided background information about the Petitioner's experience and the typical operation of its facilities. He/she then presented the site plan and pointed out various commitments made by the Petitioner. (A team member) showed proposed architectural elevations and discussed the design of the proposed facility. He/she used the elevations and renderings to explain the facility's design concepts, and operations.

(Detailed minutes of the conversation about the rezoning should be provided including questions, responses and any commitments made by the petitioner.)

Respectfully submitted, this (Date) day of (Month), ( 2020).

cc: Charlotte Planning, Design & Development Department – Rezoning staff



NOTICE TO INTERESTED PARTIES

OF COMMUNITY MEETING

Subject: Community Meeting - Rezoning Petition filed by ABC Development, LLC to rezone approximately XX acres located XX to allow development of a XX.

Date and Time of Meeting: (Day), (Month/Date/Year) at (Time).

Place of Meeting: (Name of facility and address)

Petitioner: ABC Development, LLC

Petition No.: RZP-2020-000

We are assisting ABC Development, LLC (the "Petitioner") with a Rezoning Petition filed with the Charlotte Planning, Design & Development Department seeking to rezone an approximately XX-acre site (the "Site") located (location) from the XX zoning district to XX zoning district. The purpose of the rezoning is to permit the development of (describe proposed development).

In accordance with the requirements of the City of Charlotte Zoning Ordinance, the Petitioner will hold a Community Meeting prior to the Public Hearing on this Rezoning Petition to discuss this rezoning proposal with nearby property owners and organizations. The Charlotte Planning, Design and Development Department's records indicate that either you are a representative of a registered neighborhood organization or an owner of property that adjoins, is located across the street from, or is near the Site.

Accordingly, on behalf of the Petitioner, we give you notice that representatives of the Petitioner will hold a Community Meeting regarding this Rezoning Petition on (Day, Date, Time, and Location). The Petitioner's representative's look forward to sharing this rezoning proposal with you and to answering any questions, you may have with respect to this Rezoning Petition.

In the meantime, should you have any questions or comments about this matter, please call (contact person and phone number).

cc: (City Council representative)

Date Mailed: XXX

## Community Meeting Attendance Sheet

\*\* This sign in sheet is to acknowledge your attendance at the community meeting and so that the City Council may know who attended the community meeting. Signing this attendance sheet does not indicate support or opposition to the proposed rezoning petition. \*\*

Petitioner: ABC Development

Rezoning petition Number 2020-000

Date

Name	Address	Phone	Email

**\*Add additional sheets as needed\***