



**City of Charlotte  
Rezoning Packet**

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**I. REZONING APPLICATION  
CITY OF CHARLOTTE**

Petition #: _____
Date Filed: _____
Received By: _____

**Complete All Fields (Use additional pages if needed)**

Property Owner: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Date Property Acquired: \_\_\_\_\_

Property Address: \_\_\_\_\_

Tax Parcel Number(s): \_\_\_\_\_

Current Land Use: \_\_\_\_\_ Size (Acres): \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Overlay: \_\_\_\_\_ (Specify PED, Watershed, Historic District, etc.)

Required Rezoning Pre-Application Meeting\* with: \_\_\_\_\_

Date of meeting: \_\_\_\_\_

(\*Rezoning applications will not be processed until a required pre-application meeting with a rezoning team member is held.)

<p><b>For Conditional Rezoning Only:</b></p> <p>Requesting a vesting period exceeding the 2 year minimum? Yes/No. Number of years (maximum of 5): _____</p> <p>Purpose/description of Conditional Zoning Plan: _____</p> <p>_____</p> <p>_____</p>
--

\_\_\_\_\_  
Name of Rezoning Agent

\_\_\_\_\_  
Name of Petitioner(s)

\_\_\_\_\_  
Agent's Address

\_\_\_\_\_  
Address of Petitioner(s)

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
(Name Typed / Printed)

\_\_\_\_\_  
(Name Typed / Printed)

## II. Rezoning Application Checklist

Any Petitioner filing for rezoning is required to discuss the proposal with a Charlotte Mecklenburg Planning Department "CMPD" Rezoning Team member prior to the filing of the petition. Upon submittal of the petition, all required items must be verified by the rezoning gatekeeper before an application is considered completed and filed for processing. Incomplete applications can be returned to the petitioner (see Section 6.202). No applications will be accepted after the closing deadline for each month's cases. There is a limit of 16 cases per month.

### **SUBMITTAL REQUIREMENTS:**

#### **All petitions:**

1. Two signed official applications;
2. If only a portion of a lot is being rezoned, and/or if the rezoning boundaries do not follow property lines, and/or if there is more than one requested zoning classification that does not follow a property line; submit a survey map delineating the property or area in question;
3. Filing Fee.

#### **Conditional Petitions Only:**

- A. Items 1-3 above
- B. All property owners must sign the conditional rezoning application.
- C. A tree survey of all trees within the street rights-of-way.
- D. A site plan must accompany each conditional rezoning application and be submitted as follows (If you are not able to provide this information, please contact the CMPD at 704-336-2205):
  - drawn to scale
  - a maximum size of 24" x 36"
  - ten (10) copies, folded to 8½" x 11"
  - a digital version on R-CD (PDF format) of a site plan with an 8 ½ x 11 copy included
  - a "Word" version of the site plan notes on the CD
- E. A "determination" letter as to the presence of jurisdictional Wetlands on the site may be needed. If one is required, it will be listed in the "site plan comments" and sent to the petitioner from a rezoning team member. The petitioner will be notified if one is required. If not provided by the date of the Public Hearing, the Public Hearing will be automatically deferred to the next Council zoning meeting.

*For Staff Use:*

(Circle One) **Complete**      **Incomplete**      \_\_\_\_\_  
*Staff signature and date*

*If deemed incomplete, agent or petitioner will be contacted with a deadline to provide the required information. If the information is not submitted as requested, the petition will not be processed.*

### III. Process Information

The time frame for rezoning is dependent upon the complexity of the rezoning petition. After an application has been accepted there are three (3) meetings for conventional rezoning petitions and four (4) meetings for conventional rezoning meetings. The petitioner and/or his representative should attend each of these meetings. The meetings are as follows:

- Community meeting (only required for conditional petitions)
- City Council Public Hearing
- Zoning Committee Work Session
- City Council decision meeting

In addition, a rezoning process information meeting, Rezoning A to Z, will be held on the first Monday of each month on the 8<sup>th</sup> floor of the Government Center at 5:00 pm. If the first Monday is a holiday, the meeting will be on the second Monday. This meeting is open to the public and is identified on all rezoning mail notifications from the City. The meeting is designed for community members and leaders however, petitioners and agents are welcome to attend.

#### Overview

1. **Submittal Date:** Planning staff accepts up to sixteen rezoning applications each month. The deadline for case submittal is the fourth Monday of each month. Cases which are not complete or do not meet ordinance requirements will be returned to the petitioner and resubmittal will be necessary.
2. **Initial Staff Review:** After submittal, City and County staff will perform a review of each case. Staff comments will be provided per the attached schedule. Subsequent reviews should not result in new comments, unless resulting from petitioner changes to the submittal.
3. **Meeting with Staff to Review Initial Comments:** After a case is filed, staff will schedule a meeting with the petitioner to discuss comments from the initial staff review. The meeting will focus on questions the petitioner has about comments, as well as discussion about potential ways to resolve staff concerns.
4. **Petitioner's Community Meeting:** The required community meeting for conditional/optional cases must be held within approximately two months of the original submittal (see the attached schedule) and the community meeting report must be included with the subsequent submittal. There is not a required community meeting for conventional cases or for text amendments.
5. **Additional Full Reviews:**
  - a. After the initial submittal, the petitioner has two options for resubmittal. The petitioner may: 1) resubmit for an additional full review, or 2) submit an updated site plan and notes with a request to be scheduled for the next public hearing (see #6 below).
  - b. It is not uncommon for cases to require more than one full review due to the complexity of the case or number of substantive issues. Additional full reviews must be submitted by the date on the attached schedule and, in most cases, staff comments will be provided to the petitioner in two weeks. If major revisions to the previous submittal are made, additional review time may be required.
6. **Petitioner Requests to be Scheduled for Next Public Hearing:**
  - a. Staff will review the updated site plan to determine whether it meets the following:
    - i. Submittal is compliant with zoning and subdivision ordinance;
    - ii. Transportation analysis (if required) submitted three months prior to requested hearing date, and analysis determined to be adequate by CDOT.
    - iii. Small number of outstanding issues (typically five or less) and no foundational outstanding issues that will require site redesign. If staff and the petitioner have reached an impasse on an issue and cannot reach resolution, this issue will not be considered in the determination about whether a case is to be scheduled for hearing.
  - b. Staff will inform petitioner about whether the case meets the criteria to be scheduled for public hearing. If a case does not meet the criteria, it will be scheduled for another full review.
  - c. Even if a case meets the criteria to be scheduled for a public hearing, the petitioner may request a deferral of the case. The deadline for deferral prior to advertising for the public hearing is shown on the attached schedule.
7. **Public Hearing:** The City Council and Planning Commission's Zoning Committee attend the scheduled public hearing for each case. As part of the hearing, staff presents an overview of the case and staff's

recommendation, and supporters and opponents of each case are given time to speak to the Council and Zoning Committee.

8. **Submittal for Zoning Committee Review:** The Planning Commission's Zoning Committee reviews each case and makes a recommendation to Council. An updated submittal for Zoning Committee review may be submitted after the public hearing for the case and by the deadline shown on the attached schedule.
9. **Zoning Committee Meeting:** The Zoning Committee meeting is not a public hearing, but it is recommended that the petitioner attend in case the Zoning Committee members have questions for the petitioner about the case.
10. **City Council Decision:** The City Council makes the final decision on each rezoning case.

## Community Meeting Information

- a) **When a Community Meeting is required, the City Council requests that a notice of that meeting be sent to them.**
- b) **A report on the community meeting with appropriate parties is required to be filed in the Charlotte City Clerk's Office in accordance with the City of Charlotte Rezoning Schedule. Failure to meet the deadline will result in an automatic deferral of the public hearing.**

Rezoning Applicants and Agents:

As a part of the conditional rezoning process, you are required to have 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.

Attached is a copy of the Zoning Ordinance requirements for the meeting and an example of a community meeting report. If you have any questions about this process, please contact Tammie Keplinger at 704-336-5967.

## Site Plan Information

**Notes:**

1. **Revised site plans (10 folded, 8 ½ X 11 copies and a PDF formatted version on an R-CD) are due by 12:00 p.m., four weeks prior to the scheduled public hearing. Failure to meet the deadline will result in a request for a one-month deferral of the public hearing.**
2. **Revised site plans (10 folded, 8 ½ X 11 copies and a PDF formatted version on an R-CD) submitted for the Zoning Committee meeting are due by 12:00 pm on the Friday following the public hearing.**

## Fees

### CITY OF CHARLOTTE REZONING FILING FEES:

Effective July 1, 2016

Beginning July 1, 2015 rezonings will be categorized as either conventional, conditional major or conditional minor as described below:

- Conventional rezonings will not require a site plan.
- Conditional major rezonings will involve more than 10 acres of land and/or have traffic volumes of 2,500 trips per day or more.
- Conditional Minor rezonings will be for sites less than 10 acres or land and traffic volumes of less than 2,500 trips per day.

#### FEE AMOUNT:

Type of Rezoning	<u>Planning Department</u>	<u>Engineering Department</u>	<u>City Dept. Transportation</u>	<u>City Fire</u>	<u>City Clerk*</u>	<b>TOTAL FEE</b>
<b>Conventional</b>	\$ 1,950	\$ 255	\$ 770	\$ 35	\$270*	<b>\$ 3,280</b>
<b>Conditional Minor</b>	3,100	255	770	35	270*	<b>\$ 4,430</b>
<b>Conditional Major</b>	5,890	255	3,015	70	270*	<b>\$ 9,500</b>

\*Fee due upon submittal of application, payable by check or money order to the City of Charlotte

***\* If the petitioner defers their Rezoning Petition more than once after the initial public hearing has been advertised by the City Clerk's Office, there will be a \$270 fee for each additional advertisement.***

To check the status of a Rezoning Petition, please visit our Web Site: [www.rezoning.org](http://www.rezoning.org)

## IV. Site Plan Note Format (Conditional Petitions Only)

Site plan notes on conditional plans are required to be organized as indicated below. Site plans should contain heading and each item following it. If the item is not applicable, it should be noted as such.

For example:

**1. Development Data Table**

- a. Site Acreage: 5.0
- b. Tax Parcels included in Rezoning: xxx-xx-xxx
- c. Existing Zoning (including overlays and vesting): I-1
- d. Proposed Zoning (including overlays and vesting): I-2
- e. Existing and Proposed Uses: All uses in I-2
- f. Number of Residential Units by Housing Type: NA
- g. Residential Density: NA

The following items should be included in the site plan notes (and shown on the drawing when applicable). There may be other items that are not listed but are appropriate for inclusion.

**1. Development Data Table** (some items may need to be supplemented with additional notes or site plan annotation)

- a. Site Acreage
- b. Tax Parcels included in Rezoning
- c. Existing Zoning (including overlays and vesting)
- d. Proposed Zoning (including overlays and vesting)
- e. Number of Residential Units by Housing Type
- f. Residential Density
- g. Square footage of Non-Residential Uses by Type (retail, office, industrial, etc.)
- h. Floor Area Ratio
- i. Maximum Building Height
- j. Maximum Number of Buildings
- k. Number and/or Ratio of Parking Spaces
- l. Amount of open space

**2. General Provisions**

- a. Note addressing applicability of ordinances
- b. Note that alterations to the conditional plan are subject to Section 6.207 Alterations to Approval.

**3. Optional Provisions (applicable only for proposed zoning to UMUD-O, MUDD-O, PED-O, TOD-O, or TS-O)**

- a. Listing of all optional provisions  
Note: All optional provisions to standards should be listed in this section and also shown under the applicable heading below.

**4. Permitted uses**

- a. Allowed uses or prohibited uses
- b. Other Use Restrictions

**5. Transportation**

- a. Dedication and reservation of street right-of-way to City/ NCDOT
- b. Transportation Improvements constructed in conjunction with development

**6. Architectural Standards**

- a. Building Materials
- b. Building Scale
- c. Treatment of urban design and architectural elements, such as street walls, building entrances, canopies and balconies
- d. Fence/Wall standards

**7. Streetscape and Landscaping**

- a. Streetscape (sidewalk and planting strip) standards
- b. Special landscape, buffer, screening treatment

**8. Environmental Features**

- a. Tree save areas
- b. PCCO treatment
- c. Environmental provisions per Environmental General Development Policies (reference the EGDP in packet)

**9. Parks, Greenways, and Open Space**

- a. Reservation/Dedication of park and/or greenway
- b. Park and/or greenway improvements
- c. Connections to park and/or greenway
- d. Privately constructed open space

**10. Fire Protection**

- a. Fire lane treatment

**11. Signage**

- a. Sign limitations – size, type, location if different from ordinance requirements

**12. Lighting**

- a. Limitations on type or location of lighting
- b. Location and height of special lighting, such as pedestrian scale lighting

**13. Phasing**

- a. Development phasing by use, area and/or square footage and trigger for each phase

**14. Other**

- a. Indicate if a request for right-of-way abandonment or a variance has been submitted for the subject property. Such request may need approval prior to a City Council vote on the rezoning.
- b. Property corner tie points for mapping
- c. Public facilities/sites to be provided
- d. Provision of public art
- e. Underground utilities
- f. Other conditions not previously listed.

**The following items should be shown on site plan drawing. There may be other items that are not listed but are appropriate for inclusion:**

- 1. General
  - a. Date of site plan
  - b. Vicinity Map
  - c. North arrow
  - d. If more than one zoning district is requested, the zoning boundary should be clearly identified and labeled
  - e. Topography at four-foot contour intervals or less (existing and, in some cases proposed).
  - f. All existing easements, reservations and rights-of-way
  - g. Surface Water Improvement and Management (“SWIM”) buffers and delineation of areas within the regulatory floodplain as shown on the Official Flood Hazard Boundary Maps for Mecklenburg County
- 2. Specific to the proposed development
  - a. All yards, buffers, screening, and landscaping required or proposed
  - b. Areas designated for structures and/or parking (surface or deck to be noted)
  - c. The location of existing and proposed storm drainage patterns and facilities intended to serve the proposed development
  - d. Proposed treatment of any existing natural features
  - e. Building elevations (if provided)
  - f. Public or private streets labeled
  - g. Transit facilities
  - h. Location of proposed bike/pedestrian improvements
  - i. Location of existing and proposed thoroughfares



## VI. 2017 City of Charlotte Rezoning Schedule: December 2016 through June 2017 Submittals

(revised 1-25-17)

All dates and times are subject to change without notice.

For additional Rezoning information, please visit our website at: <http://www.rezoning.org>

Application Deadline – December 23, 2016	Initial full review complete, and site plan comments sent from staff to petitioner	Petitioner/staff meetings to review comments	Petitioner's community meeting to be held by this date (and report included in this site plan submittal)	Second full review - submittal deadline (if full review needed)	Second full review – site plan comments sent from staff to petitioner	Third full review - submittal deadline (if full review needed)	Third full review – site plan comments sent from staff to petitioner	Submittal deadline for cases requesting to be scheduled for next public hearing	Staff determination on cases cleared to be scheduled for next public hearing	Legal ad submittal date (last day to defer prior to advertising)	Public Hearing	Submittal deadline for revised site plans to be reviewed by Zoning Committee	Zoning Committee Meeting	City Council Decision
One Full Review Cycle	01/30/17	Feb 2 - 8	02/10/17	NA	NA	NA	NA	02/13/17	02/24/17	02/27/17	03/20/17	03/27/17	04/04/17	04/17/17
Two Full Review Cycles	01/30/17	Feb 2 - 8	02/10/17	02/13/17	02/27/17	NA	NA	03/13/17	03/24/17	03/27/17	04/17/17	04/24/17	05/02/17	05/15/17
Three Full Review Cycles	01/30/17	Feb 2-8	02/10/17	02/13/17	02/27/17	03/13/17	03/27/17	04/10/17	04/21/17	04/24/17	05/15/17	05/22/17	05/30/17	06/19/17

Application Deadline – January 23, 2017	Initial full review complete, and site plan comments sent from staff to petitioner	Petitioner/staff meetings to review comments	Petitioner's community meeting to be held by this date (and report included in this site plan submittal)	Second full review - submittal deadline (if full review needed)	Second full review – site plan comments sent from staff to petitioner	Third full review - submittal deadline (if full review needed)	Third full review – site plan comments sent from staff to petitioner	Submittal deadline for cases requesting to be scheduled for next public hearing	Staff determination on cases cleared to be scheduled for next public hearing	Legal ad submittal date (last day to defer prior to advertising )	Public Hearing	Submittal deadline for revised site plans to be reviewed by Zoning Committee	Zoning Committee Meeting	City Council Decision
One Full Review Cycle	02/27/17	March 2 - 8	03/10/17	NA	NA	NA	NA	03/13/17	03/24/17	03/27/17	04/17/17	04/24/17	05/02/17	05/15/17
Two Full Review Cycles	02/27/17	March 2 - 8	03/10/17	03/13/17	03/27/17	NA	NA	04/10/17	04/21/17	04/24/17	05/15/17	05/22/17	05/30/17	06/19/17
Three Full Review Cycles	02/27/17	March 2 - 8	03/10/17	03/13/17	03/27/17	04/10/17	04/24/17	05/15/17	05/26/17	05/26/17	06/19/17	06/26/17	06/29/17	07/17/17

Application Deadline – February 27, 2017	Initial full review complete, and site plan comments sent from staff to petitioner	Petitioner/staff meetings to review comments	Petitioner's community meeting to be held by this date (and report included in this site plan submittal)	Second full review - submittal deadline (if full review needed)	Second full review – site plan comments sent from staff to petitioner	Third full review - submittal deadline (if full review needed)	Third full review – site plan comments sent from staff to petitioner	Submittal deadline for cases requesting to be scheduled for next public hearing	Staff determination on cases cleared to be scheduled for next public hearing	Legal ad submittal date (last day to defer prior to advertising )	Public Hearing	Submittal deadline for revised site plans to be reviewed by Zoning Committee	Zoning Committee Meeting	City Council Decision
One Full Review Cycle	03/27/17	March 30 - April 5	04/07/17	NA	NA	NA	NA	04/10/17	04/21/17	04/24/17	05/15/17	05/22/17	05/30/17	06/19/17
Two Full Review Cycles	03/27/17	March 30 - April 5	04/07/17	04/10/17	04/24/17	NA	NA	05/15/17	05/26/17	05/26/17	06/19/17	06/26/17	06/29/17	07/17/17
Three Full Review Cycles	03/27/17	March 30 - April 5	04/07/17	04/10/17	04/24/17	05/15/17	05/29/17	06/12/17	06/23/17	06/26/17	07/17/17	07/24/17	08/01/17	09/18/17

Application Deadline – <b>March 27, 2017</b>	Initial full review complete, and site plan comments sent from staff to petitioner	Petitioner/staff meetings to review comments	Petitioner's community meeting to be held by this date (and report included in this site plan submittal)	Second full review - submittal deadline (if full review needed)	Second full review – site plan comments sent from staff to petitioner	Third full review - submittal deadline (if full review needed)	Third full review – site plan comments sent from staff to petitioner	Submittal deadline for cases requesting to be scheduled for next public hearing	Staff determination on cases cleared to be scheduled for next public hearing	Legal ad submittal date (last day to defer prior to advertising)	Public Hearing	Submittal deadline for revised site plans to be reviewed by Zoning Committee	Zoning Committee Meeting	City Council Decision
One Full Review Cycle	04/24/17	April 27 - May 3	05/12/17	NA	NA	NA	NA	05/15/17	05/26/17	05/26/17	06/19/17	06/26/17	06/29/17	07/17/17
Two Full Review Cycles	04/24/17	April 27 - May 3	05/12/17	05/15/17	05/29/17	NA	NA	06/12/17	06/23/17	06/26/17	07/17/17	07/24/17	08/01/17	09/18/17
Three Full Review Cycles	04/24/17	April 27 - May 3	05/12/17	05/15/17	05/29/17	06/12/17	06/26/17	08/14/17	08/25/17	08/28/17	09/18/17	09/25/17	10/03/17	10/16/17

Application Deadline – <b>April 24, 2017</b>	Initial full review complete, and site plan comments sent from staff to petitioner	Petitioner/staff meetings to review comments	Petitioner's community meeting to be held by this date (and report included in this site plan submittal)	Second full review - submittal deadline (if full review needed)	Second full review – site plan comments sent from staff to petitioner	Third full review - submittal deadline (if full review needed)	Third full review – site plan comments sent from staff to petitioner	Submittal deadline for cases requesting to be scheduled for next public hearing	Staff determination on cases cleared to be scheduled for next public hearing	Legal ad submittal date (last day to defer prior to advertising)	Public Hearing	Submittal deadline for revised site plans to be reviewed by Zoning Committee	Zoning Committee Meeting	City Council Decision
One Full Review Cycle	05/30/17	June 1 - 7	06/09/17	NA	NA	NA	NA	06/12/17	06/23/17	06/26/17	07/17/17	07/24/17	08/01/17	09/18/17
Two Review Cycles	05/30/17	June 1 - 7	06/09/17	06/12/17	06/26/17	NA	NA	08/14/17	08/25/17	08/28/17	09/18/17	09/25/17	10/03/17	10/16/17
Three Full Review Cycles	05/30/17	June 1 - 7	06/09/17	06/12/17	06/26/17	07/10/17	07/24/17	08/14/17	08/25/17	08/28/17	09/18/17	09/25/17	10/03/17	10/16/17

**Note: Only conventional rezonings and site plan amendments to previously approved conditional rezonings will be accepted for the May 2016 deadline.**

Application Deadline – <b>May 22, 2017</b>	Initial full review complete, and site plan comments sent from staff to petitioner	Petitioner/staff meetings to review comments	Petitioner's community meeting to be held by this date (and report included in this site plan submittal)	Second full review - submittal deadline (if full review needed)	Second full review – site plan comments sent from staff to petitioner	Third full review - submittal deadline (if full review needed)	Third full review – site plan comments sent from staff to petitioner	Submittal deadline for cases requesting to be scheduled for next public hearing	Staff determination on cases cleared to be scheduled for next public hearing	Legal ad submittal date (last day to defer prior to advertising)	Public Hearing	Submittal deadline for revised site plans to be reviewed by Zoning Committee	Zoning Committee Meeting	City Council Decision
One Full Review Cycle	06/26/17	June 28 – July 5	07/07/17	NA	NA	NA	NA	08/14/17	08/25/17	08/28/17	09/18/17	09/25/17	10/03/17	10/16/17
Two Full Review Cycles	06/26/17	June 28 – July 5	07/07/17	07/10/17	07/24/17	NA	NA	08/14/17	08/25/17	08/28/17	09/18/17	09/25/17	10/03/17	10/16/17
Three Full Review Cycles	06/26/17	June 28 – July 5	07/07/17	07/10/17	07/24/17	08/14/17	08/28/17	09/11/17	09/22/17	09/25/17	10/16/17	10/23/17	10/31/17	11/20/17

Application Deadline – June 26, 2017	Initial full review complete, and site plan comments sent from staff to petitioner	Petitioner/staff meetings to review comments	Petitioner's community meeting to be held by this date (and report included in this site plan submittal)	Second full review - submittal deadline (if full review needed)	Second full review – site plan comments sent from staff to petitioner	Third full review - submittal deadline (if full review needed)	Third full review – site plan comments sent from staff to petitioner	Submittal deadline for cases requesting to be scheduled for next public hearing	Staff determination on cases cleared to be scheduled for next public hearing	Legal ad submittal date (last day to defer prior to advertising)	Public Hearing	Submittal deadline for revised site plans to be reviewed by Zoning Committee	Zoning Committee Meeting	City Council Decision
One Full Review Cycle	07/24/17	July 27 - August 2	08/11/17	NA	NA	NA	NA	08/14/17	08/25/17	08/28/17	09/18/17	09/25/17	10/03/17	10/16/17
Two Full Review Cycles	07/24/17	July 27 - August 2	08/11/17	08/14/17	08/28/17	NA	NA	09/11/17	09/22/17	09/25/17	10/16/17	10/23/17	10/31/17	11/20/17
Three Full Review Cycles	07/24/17	July 27 - August 2	08/11/17	08/14/17	08/28/17	09/11/17	10/02/17	10/16/17	10/27/17	10/30/17	11/20/17	11/27/17	12/05/17	12/18/17

## VI. Example of Community Meeting Report

COMMUNITY MEETING REPORT **Petitioner: ABC  
Development, LLC** Rezoning Petition No. 2013-000

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.

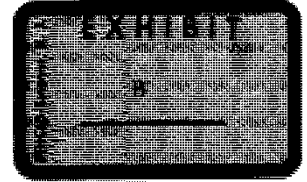
(A team member) provided background information about the Petitioner's experience and the typical operation of its facilities. He/she then presented the site plan and pointed out various commitments made by the Petitioner. (A team member) showed proposed architectural elevations and discussed the design 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), ( 2012).

cc: LaQuett White, Charlotte-Mecklenburg Planning Department





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 the 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.: 2013-000

We are assisting ABC Development, LLC (the "Petitioner") in connection with a Rezoning Petition it has filed with the Charlotte-Mecklenburg Planning Commission 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 for the purpose of discussing this rezoning proposal with nearby property owners and organizations. The Charlotte-Mecklenburg Planning Commission's records indicate that you are either 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 representatives 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







# Rethink Housing

Currently, Charlotte needs approximately 34,000 affordable housing units\*. **The City of Charlotte's Voluntary Workforce Housing Initiative** encourages multi-family rental developers to help address the need and provide housing units for our workforce. For more information, please contact Warren Wooten at [twooten@charlottenc.gov](mailto:twooten@charlottenc.gov) or at 704-336-2489 or Pamela Wideman at [pwideman@charlottenc.gov](mailto:pwideman@charlottenc.gov) or at 704-336-3488.

## How can you help?

### Address The Need

Approximately 34,000 housing units are needed in Charlotte for working families and seniors.



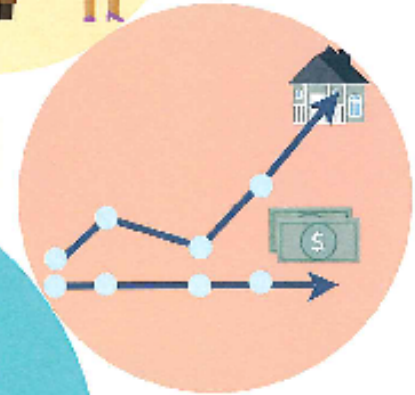
### Provide Access

Professionals such as teachers, first responders and health care workers need affordable housing.



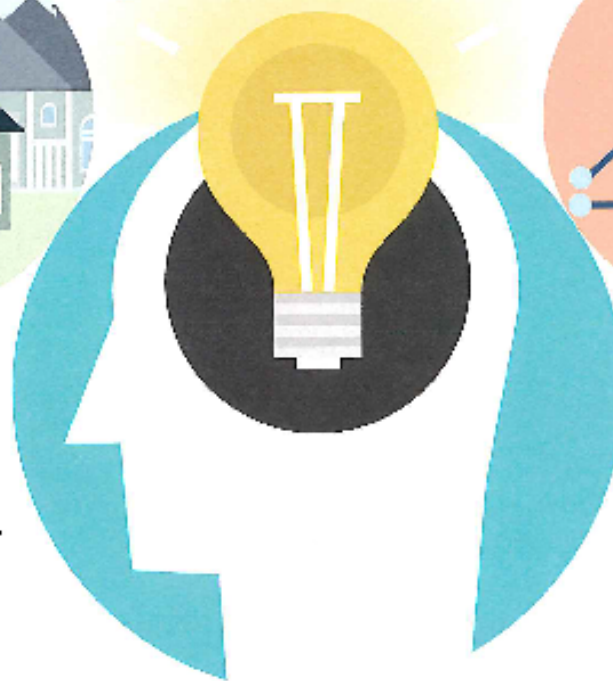
### Make It Affordable

1 in 3 households in Charlotte now pay more than 30% of their annual income on housing costs.



### Ensure A Balance

Housing costs continue to rise while wages remain stagnant.



\* Data from U.S. Department of Housing and Urban Administration

