

COMMUNITY MEETING REPORT  
**Petitioner: XYZ 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.

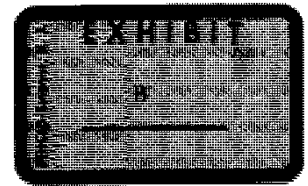
(A team member) provided background information about the Petitioner's experience and the typical operation of its facilities. He/she then presented the site plan and pointed out various commitments made by the Petitioner. (A team member) showed proposed architectural elevations and discussed the design 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), (2013).

cc: Penny Cothran, Charlotte-Mecklenburg Planning Department





NOTICE TO INTERESTED PARTIES OF  
COMMUNITY MEETING

Subject: Community Meeting -- Rezoning Petition **XX** filed by **XYZ 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: **XYZ Development, LLC**

Petition No.: **2013-000**

We are assisting **XYZ 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**

