

Community Meeting

Instructions

The petitioner is required to plan, coordinate, invite attendees, and host a community meeting. A written report is required to be submitted to the City following the meeting. Please reference page 14 for community meeting report format.

Timing

- Notices for the community meeting should be mailed **no fewer than 10 and more than 25 days prior to the community meeting**. Petitioners are required to email community meeting notices to their assigned rezoning planner and the petition area's Council District Representative immediately upon scheduling the community meeting. **Failure to provide the notice at least 10 days prior to the community meeting date will result in the petitioner's community meeting not counting as fulfilling the meeting requirement.** It is recommended that the petitioner hold the community meeting early in the process so that the petitioner and the community have adequate time to provide input and work together.
- If the community meeting was held **more than 6 months prior to the public hearing**, then another community meeting is required.
- The community meeting report must be submitted **at least 4 weeks prior to the public hearing**.

Scheduling

- 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.
- Meetings can be conducted **in-person or virtually** (virtual meeting guidelines on next page).
- If in-person, **hold the meeting in the community** where the rezoning is located, or in a location that is as close as possible to the area to be rezoned.
- **Do not hold meetings on holidays.**
- If **no citizens** attend your meeting, consider having a second meeting.

Invitees

- **The City will provide in Accela a list of property owners within 300' of the site as well as neighborhood and business organization leaders within 1 mile of the site.** Petitioners must send the community meeting notice to the City Council district representative. If the petition is located outside of city limits, notice should be sent to the nearest City Council district representative and the Board of County Commissioners District Representative.

Community Meeting Instructions Continued

Additional Meetings

- **A second or third meeting may be requested by elected officials, City staff, or the community.** The petitioner may use discretion in determining whether to host an additional meeting.

Information Shared

- The community meeting for **conditional** petitions should include **a detailed presentation of what is proposed.** The community meeting for **conventional** petitions should include **an overview of all possible development outcomes, permitted uses, and applicable development standards like landscape yards, setbacks, building height, etc., in the requested zoning district.** With conventional petitions, site-specific details or intended uses are not included in the rezoning request. Providing any project specific details or proposed uses is at the sole discretion of the petitioner and it should be clearly communicated that any project specifics are non-binding under a conventional petition. Regardless of petition type, the petitioner should be prepared to answer questions from the community regarding the petition.

Additional Guidelines for Virtual Community Meetings

- Community meetings should be **as interactive as possible.** Several conferencing platforms including WebEx and Zoom have features that allow for easy participation for attendees.
- Petitioners **must have chat features open** throughout the meeting so that community members can effectively dialogue.
- Community meeting notices should include instructions for interested parties to respond to the notice with their email address so that petitioners may **send out a link to the virtual meeting** to all potential attendees.
- Community meeting notices should include an option for individuals to **request a hard copy of the presentation** in the event that internet access is not possible.
- If an interactive meeting and presentation is not possible, a static presentation made accessible at a specified time and date with options for community feedback is acceptable but not preferred.
- Following a virtual community meeting or posting of a static presentation, a comment period of **10 days** should be open for individuals to provide input.
 - Links to community meeting presentations can be put on petition webpages at the petitioner's request.
- If community members indicate a **preference for an in-person meeting**, we strongly urge petitioners to consider hybrid formats or hosting an in-person meeting in addition to a virtual meeting.
- If planning staff feels that communities are **unable to adequately engage** during a community meeting due to function or format, we will recommend **a second community meeting be held** and the public hearing will potentially be delayed until that occurs.

Community Meeting Report

Instructions

A report on the community meeting with appropriate parties is **required** to be filed with 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.***

- **Please use the attendance sheet provided** in the link below as it helps the attendees know why they are being asked to sign.
- **The community meeting report must include the following attachments:**
 - Report
 - Mailing lists to whom invitations were sent
 - Community meeting notice letter or invitation
 - Attendance sheet – please do not include members of the petitioner team on the attendance sheet.
- **Use the following document naming convention for your applicable document uploads in Accela.**
File naming convention:
 - Petition Number-Community Meeting Notice
 - Petition Number-Community Meeting Report

[Select here for Community Meeting Report Examples and Attendance Sheet Template](#)