



CHARLOTTE
CHARLOTTE-MECKLENBURG
PLANNING

The Rezoning Process

Charlotte-Mecklenburg Planning Commission

November 4, 2013

Goals:

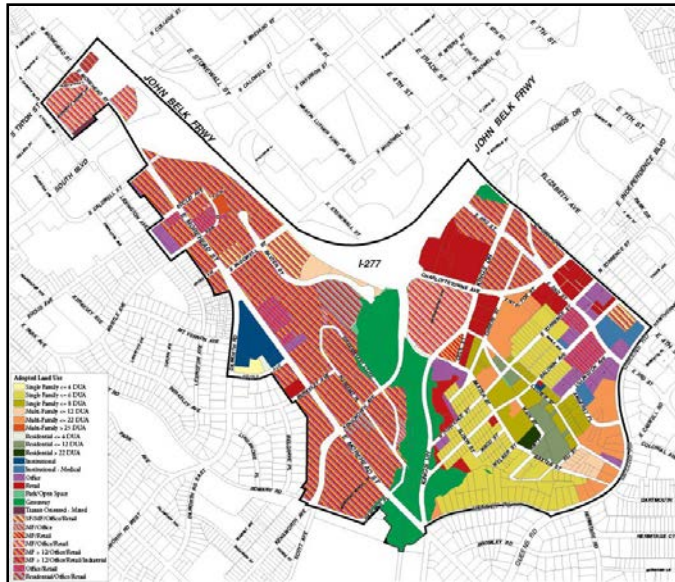
- Provide an overview of the rezoning process

Who • **What** • **When**

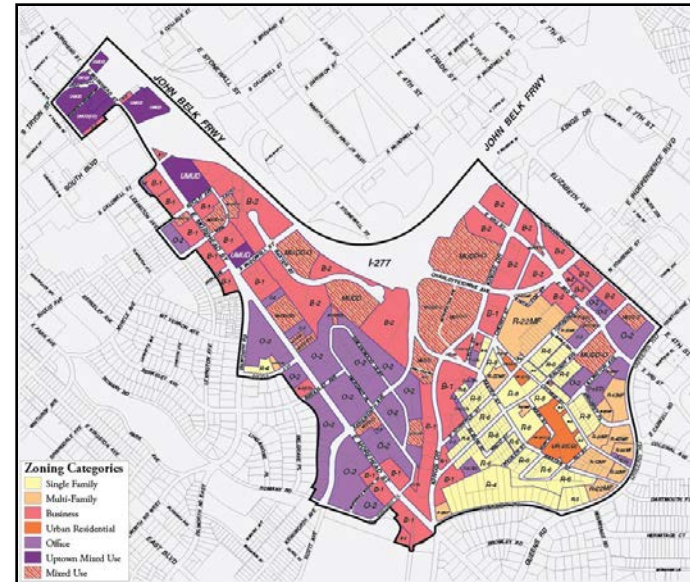
- Hear Planning Commission feedback on the rezoning process



Relationship Between Plans and Zoning



A plan provides vision and policy guidance and is not legally binding.



Zoning is a regulatory tool that is legally binding.



Zoning determines how parcels of land can be used.

- Official Zoning Map
- Zoning Ordinance Text
- Approved Conditional Plans

Rezoning: a means for amending the zoning classification of one or more parcels of land.

- Conventional
- Conditional (includes optional and site plan amendments)

Typically submitted by an owner that wants to use their land in a way that does not conform to the current zoning

Conventional vs. Conditional Rezoning

Conventional	Conditional
Property owner signature not required	Property owner signature required by State Law
No site plan submittal	Site plan submittal required
No community meeting required	Community meeting and report required
Not tied to specific uses/proposal	Commitment to specific uses and proposal



Who

Who is involved in the rezoning process?

- City Council
- Zoning Committee of the Planning Commission
- Citizens
- Property owner, petitioner, and agent
- Designers/engineers
- Multiple departments and agencies within state and local government
- Planning Department Staff

Rezoning Staff

(back)

Claire Lyte-Graham

John Kinley

Solomon Fortune

Tammie Keplinger

(front)

Penny Cothran

Sonja Sanders





What

Steps in the Process

PRE-
SUBMITTAL

APPLICATION
ASSESSMENT

CITIZEN
NOTIFICATION

CITIZEN
SUPPORT

PETITIONER
SUPPORT

SITE PLAN
REVIEW

STAFF
ANALYSIS

ZONING
COMMITTEE

CITY
COUNCIL

POST
COUNCIL
DECISION
ACTIVITIES

- 1) Presubmittal
- 2) Application Assessment
- 3) Citizen Notification
- 4) Citizen Support
- 5) Petitioner Support
- 6) Site Plan Review
- 7) Staff Analysis
- 8) Zoning Committee
- 9) City Council
- 10) Post Council Decision Activities

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Presubmittal

- Phone calls and meetings
- Presubmittal meeting with Planning staff (ordinance requirement)

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Application Assessment

- Application review and correction
- Mapping
- Internal distribution of rezoning applications and maps

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Citizen Notification

- Signs (State law)
- Courtesy mail notices (Council policy)*
- Open House (Council policy)
- Community meeting notices – (State law)
- Legal mail notices (State law)*
- Legal ads (State law)

*Council Policy on mail notice exceed State law requirements.

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Citizen Support

Includes:

- Explaining the rezoning process
- Providing case information
- Providing guidance on how and when to contact Council members and Zoning Committee members
- Explaining protest petition requirements

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Petitioner Support

- Process guidance
- Site plan review discussions
- Mailing list for community meeting notification (if conditional)
- Process reminders

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Site Plan Review

- Original site plan review
 - ✓ Interdepartmental meetings
 - ✓ Site plan memos from reviewers
 - ✓ Site plan comments assembled and sent to petitioner
- Public hearing site plan review (2nd site plan submittal)
 - ✓ Updated site plan memos from reviewers
 - ✓ Outstanding site plan comments documented in the staff analysis
- Zoning Committee site plan review (3rd site plan submittal)
 - ✓ Site plan comments received from reviewers
 - ✓ When applicable, any remaining outstanding issues are documented in the agenda

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Staff Analysis

Staff recommendation developed taking into account the following:

- Consistency with adopted plans and policies
- Context
- Community benefit
 - ✓ Revitalization
 - ✓ Growth catalyst
 - ✓ Set the standard/raising the bar
- Site design
- Site plan notes
- Infrastructure
- Environment
- Compliance with ordinances

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Zoning Committee

- Council dinner meeting
 - ✓ Dinner agenda
 - ✓ Presentations
 - ✓ Council questions to Zoning Committee
 - ✓ Follow up report
 - ✓ Community meeting report
- Joint Zoning Committee/Council Public hearing
 - ✓ Agenda for Council meeting
 - ✓ Presentations and questions
 - ✓ Zoning Notebook
 - ✓ Mayor's agenda and meeting
- Zoning Committee review
 - ✓ Agenda for Zoning Committee
 - ✓ Presentations and questions
 - ✓ Zoning Committee recommendation
- Post Zoning Committee recommendation activities
 - ✓ Recommendation review by Zoning Committee Chairperson and Vice-Chairperson
 - ✓ Compilation of minutes

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ACTIVITIES

City Council

- Council dinner meeting
 - ✓ Dinner agenda
 - ✓ Presentations
 - ✓ Questions to Zoning Committee
 - ✓ Follow up report
 - ✓ Community meeting report
- Joint Zoning Committee/Council Public Hearing
 - ✓ Agenda for Council meeting
 - ✓ Presentations and questions
 - ✓ Zoning Notebook
 - ✓ Mayor's agenda and meeting
- Council Decisions
 - ✓ ZC recommendation
 - ✓ Protest petition (if applicable)
 - ✓ Requests for Council Action for cases going to business meetings
 - ✓ City Council decision

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Post Council Decision Activities

- Legal ordinance
- Scan and distribute approved site plan
- Update website information
- Update official zoning map
- Update rezoning databases
- Rezoning confirmation letter to petitioner/agent



When

Rezoning Schedule

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
A	B	C	D	E	F	A	B	C
F	A	B	C	D	E	F	A	B
E	F	A	B	C	D	E	F	A
D	E	F	A	B	C	D	E	F
C	D	E	F	A	B	C	D	E
B	C	D	E	F	A	B	C	D
A	B	C	D	E	F	A	B	C
F	A	B	C	D	E	F	A	B
E	F	A	B	C	D	E	F	A

**Revised site plans to be submitted 4 weeks prior to the public hearing
(ordinance requirements)**

A – Application Deadline B – Notification/original site plan review
 C – Legal ad/public hearing site plan review/staff analysis
 D – Public hearing/Zoning Committee E – Decision F - Closeout



Related activities

- Developer response
- Administrative approvals
- Conditional Plan customer service
- Post approval interpretation
- Research
- Data compilation
- Creation of zoning data layers for GIS
- Automation of rezoning process
- Digital information enhancement



Questions and Discussion