



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 with a notification letter ("Exhibit B"). If you have any questions about this process, please contact me at 704-336-5967 or any Rezoning Team Member at 704-336-2205.

Thank you!

Tammie Keplinger

Section 6.203. Required community meeting before public hearing.

Before a public hearing may be held on a petition for a conditional zoning district, the petitioner must file in the Office of the City Clerk a written report of at least one community meeting held by the petitioner. Notice of such a meeting shall be given to the property owners and organizations entitled to notice as determined by City policy. The report shall include, among other things, a listing of those persons and organizations contacted about the meeting and the manner and date of contact, the date, time and location of the meeting, a roster of the persons in attendance at the meeting, a summary of issues discussed at the meeting, and a description of any changes to the rezoning petition made by the petitioner as a result of the meeting. In the event the petitioner has not held at least one meeting pursuant to this subsection, the petitioner shall file a report documenting efforts that were made to arrange such a meeting and stating the reasons such a meeting was not held. The adequacy of a meeting held or report filed pursuant to this section shall be considered by the City Council but shall not be subject to judicial review.

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:

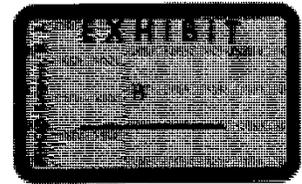
Example of minutes: The Petitioner's agent, (Name), welcomed the attendees and introduced the Petitioner's team. (Petitioner's agent) indicated that the Petitioner proposed to rezone an approximately (acreage) site (the "Site") (location) from the (zoning district) to (zoning district). The (agent) explained 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: 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**

