

## Town of Waxhaw

### Neighborhood Meeting Requirements Policy

#### Neighborhood Meeting Overview

This document is intended to provide information about how to conduct a Neighborhood Meeting in accordance with the Town of Waxhaw Land Development Code Section 3.3.1 General Procedures.

The purpose of the Neighborhood Meeting is to provide an opportunity for collaboration between the applicant and the community *prior* to the submittal of a conditional zoning or special use permit request. The applicant shall hold a minimum of 1 neighborhood meeting. The need for additional meetings will be determined by the Zoning Administrator. The initial meeting shall occur after the pre-application meeting and no more than 60 days prior to the application submittal. Town staff and elected officials will not be in attendance.

#### Location

In-person meetings shall be held at the proposed development site or in close proximity to the proposed site within the Waxhaw municipal limits. If in-person meetings are prohibited due to a public health order or other circumstance, a virtual meeting will be permitted.

#### Notification

Invitations shall be sent via first class mail to property owners, occupants, and homeowners' associations within 600' of the proposed development. The invitations shall include the date, time and location of the meeting and a brief description of the project, current and proposed zoning of the property, site and vicinity maps. Invitations shall be mailed at least 14 days but not more than 30 days prior to the meeting. A suggested invitation template is included at the end of this guide. Proof of mailings shall be provided to the Town either by submitting a notarized photocopy of the postmarked envelopes to be mailed or sending the notices certified mail and providing copies of the return receipts to the Town.

A Neighborhood Meeting notification sign shall be posted by the applicant in a conspicuous place on the property not less than 10 days prior to the Neighborhood Meeting. The sign shall indicate the date, time, and location of the Neighborhood Meeting. Sign standards and a template are included at the end of this guide. Deviations from the sign standards may be approved at the discretion of the Zoning Administrator.

The mailing list, invitation and sign shall be reviewed by Town Staff prior to mailing/posting.

#### Format/Agenda

The format of the meeting shall be left to the discretion of the applicant. The agenda shall include the following:

- Introduction of the meeting organizer and their support staff
- An explanation of the Town of Waxhaw conditional zoning/special use permit process (a script is attached)
- Description of the proposed project
- Feedback from attendees
- Explanation of how feedback will be used.

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#### Meeting Report

A report of the Neighborhood Meeting is to be submitted with the formal application packet. The report shall include:

- Copy of meeting notification letter
- Proof of mailing
- The date, time, and location of the meeting
- A list of attendees and their relationship to the project (ie: developer, neighbor, architect, etc.)
- Meeting report summary
  - All feedback provided by attendees.
  - All responses to the feedback
  - Any follow-up tasks discussed.
  - The time the meeting adjourned

Copies of the meeting report summary shall be sent to all meeting attendees who provide contact information, along with the conditional zoning or SUP script that outlines future process and engagement opportunities.

#### Recording Requirements

Recordings are required if the meeting is a presentation style followed by Q & A. A more collaborative or interactive meeting is encouraged to be recorded but is not required. Any recordings are to be included as part of the meeting report.

Virtual meetings are authorized solely during declared public health emergencies. All virtual meetings conducted under this provision must be recorded. Recordings are to be included as part of the meeting report.

# NOTICE OF PRE-APPLICATION COMMUNITY MEETING

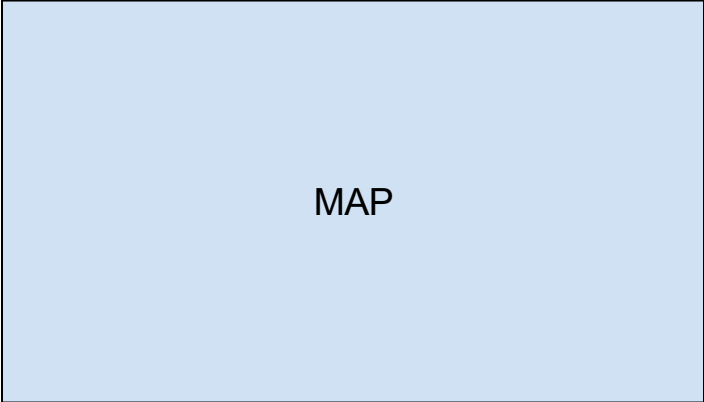
Dear \_\_\_\_.

In accordance with the Town of Waxhaw Land Development Code, this letter is serving as notification that there will be a neighborhood informational meeting held to discuss a proposed land development within your community. You are being notified as you own or reside in property within 600 feet of a potential development application site. The details of this meeting and project are as follows:

### Meeting Information

<b>What</b>	Information meeting regarding a proposed development application
<b>When</b>	Date, Time
<b>Where</b>	[Address if physical] [Online Meeting Information if Virtual]
<b>Contact</b>	[provide name and contact information for questions about this meeting]

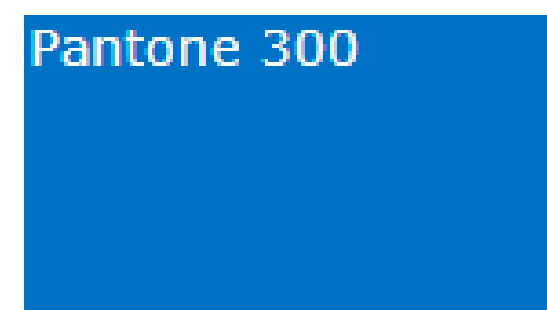
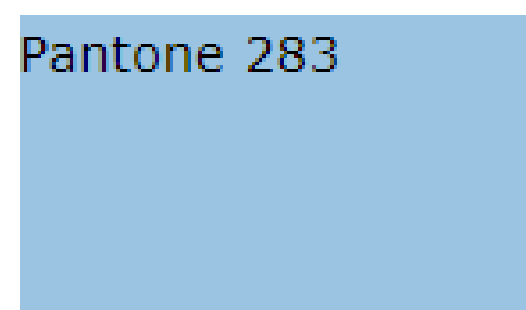
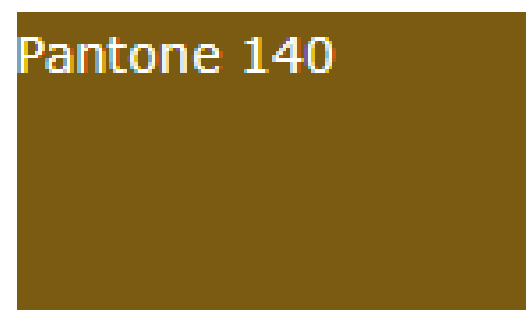
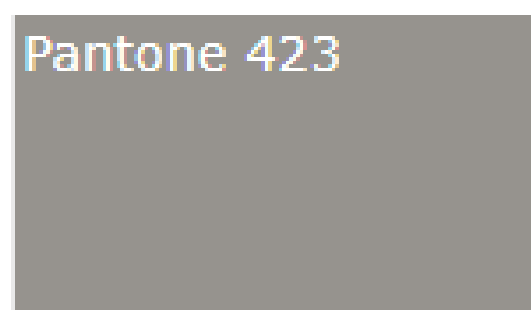
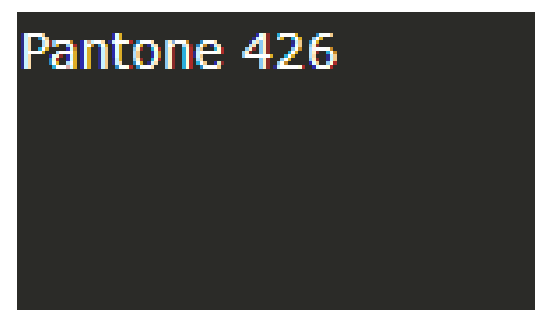
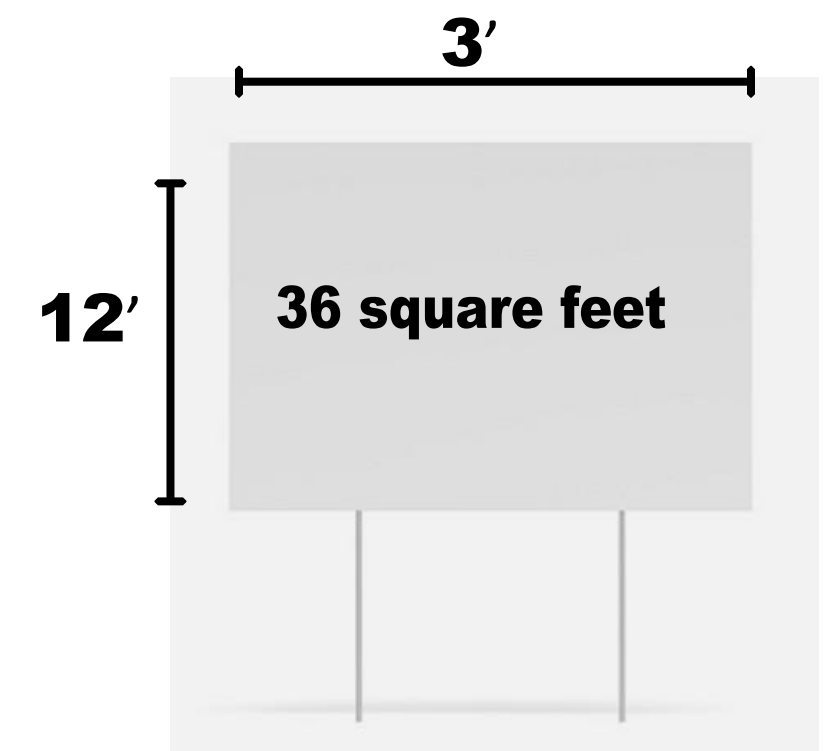
### Proposed Development Application Information



<b>Where</b>	Address of proposed development site Area (SF or Acres) of development site
<b>What</b>	<p>____ SF , ____ Story [New/Existing] Building (repeat for each building)</p> <p>____ Residential Units</p> <p>____ SF [Insert Land Use] (repeat for each use)</p> <p><b>Uses included:</b></p> <ul style="list-style-type: none"> <li>● Residential ____ Units</li> <li>● Office/Retail ____ SF</li> <li>● Hotel/Lodging ____ # of rooms</li> <li>● Eating/Drinking/Entertainment ____ SF</li> <li>● Commercial -Other ____ SF ____ (use)</li> <li>● Industrial/Warehouse ____ SF</li> </ul>
<b>Anticipated Level of Town Review</b>	[Major Sub, Conditional Zoning]

# Neighborhood Meeting Sign Requirements

- Each sign face shall be a minimum of 36 square feet and double sided.
- If the proposed development site has frontage on more than one street, the applicant shall place a sign on each frontage. The sign shall be placed in a conspicuous place, perpendicular to the road/traffic flow.
- Signs must be professionally printed and include the developer's name, date, time, and location of the neighborhood meeting. Handwritten signs and any text affiliating the Town of Waxhaw are not permitted. *An example template is provided on the next page.*
- Signs shall use the following pantones to follow a consistent theme:



# **DEVELOPER NEIGHBORHOOD MEETING**

**"Developer Name"**

**"Type of Project Request"**

**"Development Name"**

**"Meeting Location"**

**"Date and Time of Meeting"**