

## 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 300' 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 and a copy of this neighborhood meeting requirements document. 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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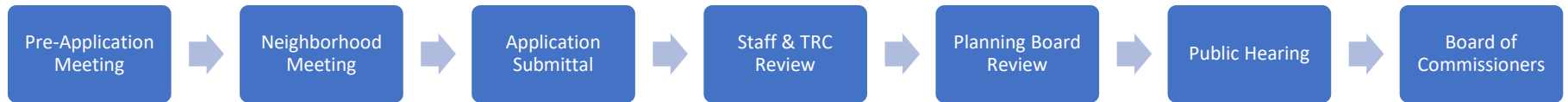
#### Meeting Report

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

- 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.)
- Feedback provided by attendees.
- Responses to the feedback
- Any follow-up tasks discussed.
- The time the meeting adjourned

Recordings of the meeting are encouraged. Any recording should be included as part of the meeting report.

## Town of Waxhaw Conditional Zoning Process Script



Conditional zoning districts are amendments to the town Zoning Map. It allows particular uses to be established in accordance with specific standards and conditions. The Town of Waxhaw's procedure for all conditional zoning requests starts with a pre-application meeting between the applicant and Town staff. The pre-application meeting is the applicant's opportunity to discuss the concept for the project with Town staff and learn about the Town's process.

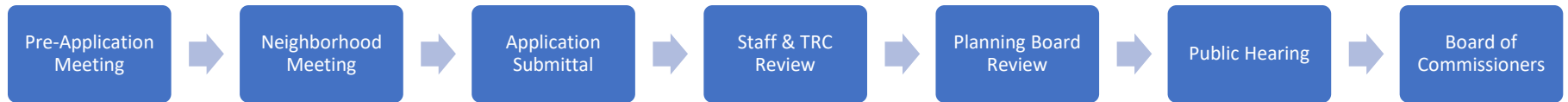
This meeting is our opportunity to collaborate with the community while plans are still at the concept stage, before we submit an application to the Town. Our goal is to create a project that fits well with the Waxhaw community, and this meeting is the first of several opportunities for you to provide input. When the application is submitted, it will be reviewed by Town Staff and the Technical Review Committee (TRC). The TRC is comprised of several outside organizations including NCDOT, Union County Public Works, Union County Public Schools and others. If warranted, a traffic impact analysis will be done during this review period to determine potential impact and appropriate mitigation. The development plan will be available on the Town's website. You may reach out to us or the Town Planning Department with questions or comments.

After the staff and TRC review is completed, the project will be presented to the Planning Board for their recommendation. Planning Board meetings are scheduled for the third Tuesday of each month and are open to the public. Agendas are published on the Town website.

Following the Planning Board recommendation, a Public Hearing will be held. The Public Hearing takes place at a Board of Commissioners meeting. The Town will mail notices of the Public Hearing to all property owners within 300 feet of the proposed development site and a sign will be posted on the property. Anyone may sign up to speak at the Public Hearing. For those unable to attend the hearing in person, the meeting will be live streamed, and a recording will be available on the Town's YouTube channel. Feedback can be sent to your elected officials or Town staff. Contact information can be found on the Town website: [www.waxhaw.com](http://www.waxhaw.com). The Board of Commissioners will inform us of their decision at the next regularly scheduled meeting following the Public Hearing. It typically takes five to six months to reach the BOC decision.

Conditional zoning is a multi-layered process. Once we receive approval from the BOC, we move on to the construction document phase. Construction drawings are submitted for review by staff and the Technical Review Committee. Approvals from all outside agencies must be submitted, including NCDOT, NC Department of Environmental Quality, Union County Public Works, etc. It can take years to get from the concept stage to development of the site.

## Town of Waxhaw Special Use Permit Process Script



Special Use Permits are uses that are allowed in a particular zoning district, but only if specified standards and conditions are met. The Town of Waxhaw's procedure for all special use permit requests starts with a pre-application meeting between the applicant and Town staff. The pre-application meeting is the applicant's opportunity to discuss the concept for the project with Town staff and learn about the Town's process.

This meeting is our opportunity to collaborate with the community while plans are still at the concept stage, before we submit an application to the Town. Our goal is to create a project that fits well with the Waxhaw community, and this meeting is the first of several opportunities for you to provide input. When the application is submitted, it will be reviewed by Town Staff and the Technical Review Committee (TRC). The TRC is comprised of several outside organizations including NCDOT, Union County Public Works, Union County Public Schools and others. If warranted, a traffic impact analysis will be done during this review period to determine potential impact and appropriate mitigation. The development plan will be available on the Town's website. You may reach out to us or the Town Planning Department with questions or comments.

After the staff and TRC review is completed, the project will be presented to the Planning Board for their recommendation. Planning Board meetings are scheduled for the third Tuesday of each month and are open to the public. Agendas are published on the Town website.

Following the Planning Board recommendation, a Public Hearing will be held. The Public Hearing takes place at a Board of Commissioners meeting. The Town will mail notices of the Public Hearing to all adjacent property owners of the proposed development site and a sign will be posted on the property. The hearing will be quasi-judicial in nature, requiring the applicant and any other person with standing to present competent, substantial, and factual evidence. The Board will consider the evidence and set forth their findings of fact and their decision, usually at the next regularly scheduled meeting following the Public Hearing. For those unable to attend the hearing in person, the meeting will be live streamed, and a recording will be available on the Town's YouTube channel. Feedback can be sent to your elected officials or Town staff. Contact information can be found on the Town website: [www.waxhaw.com](http://www.waxhaw.com). It typically takes five to six months to reach the BOC decision.

# INVITATION TO A PRE-APPLICATION COMMUNITY MEETING

Dear \_\_\_\_\_

In accordance with the Town of Waxhaw Land Development Code, we are hosting a neighborhood informational meeting to discuss a proposed land development within your community. You are being invited because you own or reside at property within 300 feet of a potential development application site. The details of this meeting and project are as follows:

Meeting Information: *(include the following)*

What: Information meeting regarding (name of project) proposed development

When: Date and time of meeting

Where: Address if physical, Online meeting information if virtual

Contact: Provide name and contact information for questions about this meeting

Proposed Development Application Information: *(include the following)*

Where: Location and acreage of proposed development

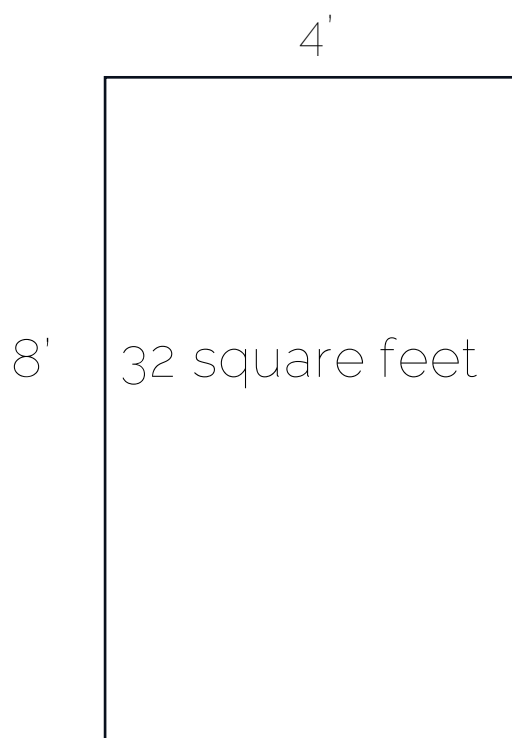
What: Applicant information, name of project, uses

Type of Application: CZ or SUP

Please include a map of the proposed project area

# Neighborhood Meeting Sign Requirements

- Each sign face shall be 4' x 8' 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 location, perpendicular to the road/traffic flow.
- Signs must be professionally printed in black and white and include the developer's name, date, time and location of the meeting. An example template is attached.
- Signs shall be posted at least 10 days prior to the Neighborhood Meeting



**DEVELOPER  
NEIGHBORHOOD  
MEETING**

“ Developer Name ”

“ Type of Project ”

“ Development Name ”

“ Meeting Location ”

“ Date and Time of  
Meeting ”