



Raleigh
Planning

Neighborhood Meeting How-To Guide for Rezoning Applicants

This document will serve as a guide for rezoning applicants tasked with holding a neighborhood meeting. The neighborhood meeting is an important step when requesting rezoning in the City of Raleigh; it is a time to inform and gain feedback from the community.

TABLE OF CONTENTS

Step 1: Choose a Place and Time.....3

Step 2: Mail the Notification Letters.....4

Step 3: Prepare for the Neighborhood Meeting6

Step 4: Conduct the Neighborhood Meeting.....7

Step 5: After the Neighborhood Meeting.....9

Meet the planners11

Notification Letter Examples.....14

Powerpoint Presentation Examples.....15

STEP 1

Choose a Place and Time

The Unified Development Ordinance (UDO Section 10.2.4) requires that applicants of rezoning requests hold at least one neighborhood meeting to inform and gain feedback from the surrounding community about the requested change.

You've had your rezoning pre-application meeting with city staff, and you are ready to hold a neighborhood meeting before you submit your application.



First, you should select a location for your meeting. There are a few things you should consider when choosing a location:

- ④ The facility should be near or on the subject site of your rezoning request (within a 3-mile radius is a good rule of thumb).
- ④ The facility should be safe, indoors, easily accessible, and navigable to a person who has never been there before. For example, the address should work in online navigation applications such as Google Maps.
- ④ You should formally reserve the space through the facility's standard process.
- ④ Some good options are City of Raleigh community centers, neighborhood amenity centers, club houses, hotel meeting rooms, or church meeting rooms.



Next, choose a time. Neighborhood meetings should be scheduled for at least one hour and held at a date and time that is reasonable for the attendees. Best practice is to schedule the meeting to start between 5:00 p.m. and 7:30 p.m. Neighborhood meetings should not be scheduled on City of Raleigh observed holidays or Friday through Sunday.

STEP 2

Mail the Notification Letters

You need to spread the word to the surrounding community by mailing notification letters.



Once you have the place and time for your neighborhood meeting, coordinate directly with staff planners to confirm the date and location, officially schedule the meeting, and have it published on the city's website.

Notification letters let community members know the meeting location, date, and time, as well as the details of your rezoning request. The letter should clearly indicate who is making the request and provide your contact information. A neighborhood meeting notice letter template is attached.

For a first neighborhood meeting, you must send notice letters to property owners and tenants within 500-feet from the parcel boundary lines of the subject site.

For a second neighborhood meeting, you must send notice letters to owners and tenants within 1,000-feet from the parcel boundary lines of the subject site. **A second neighborhood meeting is required when:**

- ➞ The subject property is five acres or more.
- ➞ The proposed change increases the maximum building height to 5 stories or more, or increases the maximum building height by 5 stories or more.
- ➞ The proposed change increases residential density by an additional 10 dwelling units per acre.
- ➞ The request is to change from a Residential or Conservation Management (CM) zoning district to a mixed use or special zoning district (other than CM).
- ➞ The request seeks to create any type of PD district.



Work directly with staff planners — they will create the most up-to-date and relevant mailing list for you based on the type of meeting you are having. It is strongly recommended that you share a draft notice letter prior to printing. Staff will review for accuracy and compliance with UDO requirements. If the notice contains errors or does not satisfy code requirements, you must hold the neighborhood meeting again.

It is your responsibility as the applicant to address envelopes, print your letters, stuff envelopes, provide postage, and mail the letters. Letters must be mailed no sooner than 25 days before the meeting, but no later than 10 days prior to the meeting.

Things to consider:

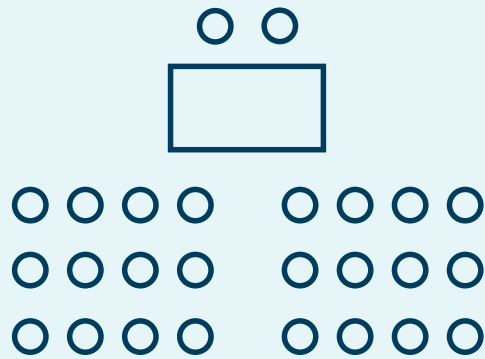
- ➞ If your rezoning is near an apartment complex, you may be required to post Tenant (T) signs rather than sending letters to each resident of the apartment complex. Planning staff will provide the materials and directions for posting these signs.
- ➞ For second neighborhood meetings, planning staff will post a Public Meeting (P) sign to the subject site displaying the date of the meeting.
- ➞ You can view a library of all the different notice signs posted for City of Raleigh business here: **Public Notice Signs**.

STEP 3

Prepare for the Neighborhood Meeting

As the applicant, you are the facilitator of the neighborhood meeting. You should plan to arrive in plenty of time to set up the space before meeting guests arrive. If no set up is necessary, you should still plan to be available at least 15 minutes before the meeting start time to greet guests as they arrive.

- 1. Set up chairs.** A typical room layout for a neighborhood meeting is a traditional lecture set up, with rows of chairs facing the front of the room; however, you can arrange tables and chairs in whatever way you feel best facilitates discussion.



- 2. Provide a sign-in sheet to record who attends the meeting.** It may help you later to have attendee phone numbers or emails. Include a field on the sign-in sheet for this information. You will be required to submit a roster of meeting attendees and a report of topics discussed during the meeting with your rezoning application.
- 3. Prepare a visual aid to share the proposed change to the zoning map or your future development concept with your guests.**
 - a. If your meeting room has the technology, prepare presentation slides, and bring a laptop to connect. Most screens require an HDMI cord so bring an extra in case there is not one available; or
 - b. Bring a large poster board(s) to display; or
 - c. Print handouts to pass around the room.

STEP 4

Conduct the Neighborhood Meeting

You may have many neighbors attend your meeting or you may have just one person attend your meeting. No matter the turnout, you should take as much time as needed to discuss the rezoning request. You should stay and wait for at least 30 minutes in case any neighbors show up late.



A City of Raleigh planning staff member or a Community Connector will be present at the meeting to help answer questions about the rezoning process and inform you on ways to stay involved following the meeting. You should introduce the Community Connector or staff member that is there to answer questions for neighbors. You can find names and photographs of Community Connectors online and a directory of Comprehensive Planning staff is included with this guide.

When presenting to guests, be prepared to answer the following questions:

- 1. Where is the site located? What are some important landmarks nearby?**
- 2. What is the zoning on the site today?**
- 3. What are you requesting the City Council change it to? Why?**



After you conclude your presentation, you should open the floor for questions and discussion. Take note of what the community has to say about the request. Are there major concerns that keep coming up in the discussion? You may want to consider including Voluntary Zoning Conditions to your rezoning request to address some of the feedback you receive from neighbors.

Make sure to give an accurate and honest representation of what the rezoning means and where it is in the process. Be clear with the community about what will be allowed under the proposed change. Do not make promises above and beyond UDO requirements that aren't offered in writing through zoning conditions.

Note: Neighbors that come to your neighborhood meeting may not be familiar with zoning, land use, or other development terms. Make sure to communicate clearly and respectfully, using terms that are easy to understand by people who are not familiar with land use practices.

Share your contact information with the people that attend the meeting so they can follow up with further questions if needed.

STEP 5

After the Neighborhood Meeting

Congratulations on completing the neighborhood meeting! Take some time to consider the feedback you received as you wrap up the neighborhood meeting process. If you want to make any changes to your rezoning request, reach out to Comprehensive Planning staff.



1. Collect Posted Notice Signs.

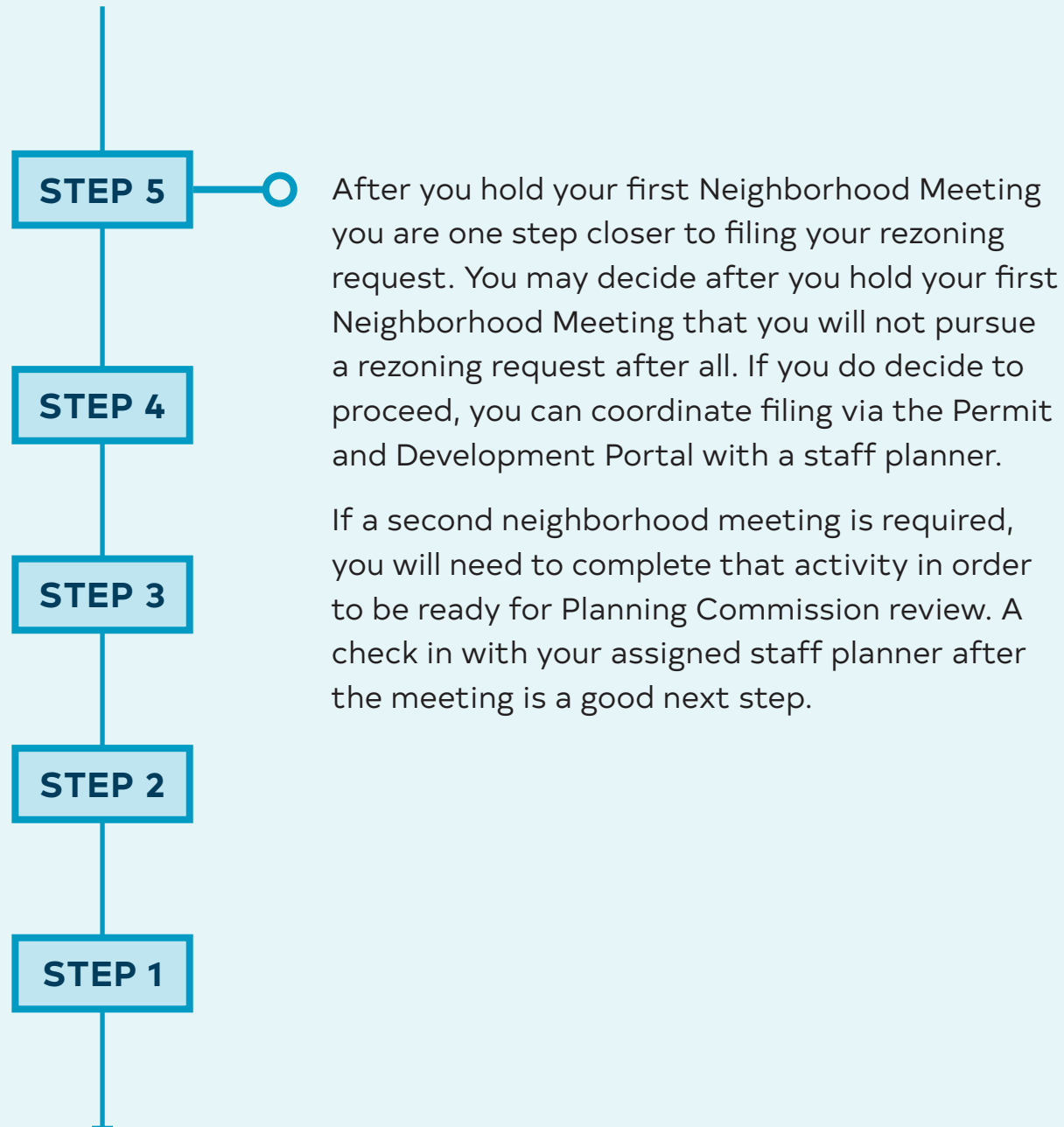
You are responsible for collecting any signs you posted on the site or for Tenant Notice.

2. Neighborhood Meeting Report.

Make sure to accurately capture the main topics of discussion in the Neighborhood Meeting Report – which is a form included in the Rezoning Petition Packet. This is the official record of the meeting that must be included in your rezoning petition. The Neighborhood Meeting Report will be published as an attachment in the Planning Commission and City Council meeting agendas. Planning Commissioners and City Council members take a strong interest in the meeting report; they value thorough and detailed notes of the discussion during the meeting.

3. Be prepared to speak about the discussion that happened during the neighborhood meetings when you present your rezoning request to the Planning Commission and City Council.

If you have any questions or need assistance throughout the process, you can always reach out to your assigned City of Raleigh staff planner, or any of the Comprehensive Planning staff.



Meet the Planners



Bynum Walter, AICP

Assistant Director

Bynum is a Raleigh-native who has worked for the city since October 2013. In her role as Assistant Director, she leads Long Range and Preservation Planning. She previously worked as project manager for college and university campus master plans with Ayers Saint Gross Architects + Planners. She is a two-time graduate of the University of North Carolina at Chapel Hill with both a Bachelor of Arts in English and American Studies and a Master of Regional Planning.



Christopher Golden

Planning Supervisor

Christopher Golden is a Planning Supervisor who has worked for the City of Raleigh since June of 2016. He manages the Annexation and Demographics programs in Planning and Development. Previously he served as the Comprehensive Planning Manager for the City of Brownsville, Texas as well as working for several years as a Planner for the County of Santa Clara, California. Additionally, Christopher has worked as an educator. He holds a master's degree in Urban and Regional Planning from San José State University.

Meet the Planners



Matthew Burns

Senior Planner

Matthew joined the City of Raleigh in June 2023. Previously, he worked for Wendell's Planning Department focusing on development review, annexation and rezoning, and GIS mapping. He has a bachelor's degree in geography from the University of North Carolina at Chapel Hill.



Hannah Reckhow, AICP

Senior Planner

Hannah has worked for Raleigh Planning and Development since 2017. Prior to that, she was an intern with Raleigh Transportation. She holds a master's degree in city and regional planning from the University of North Carolina at Chapel Hill and a bachelor's degree in architectural studies from Tufts University.



Bronwyn Redus

Senior Planner

Bronwyn has been with the City of Raleigh since February 2023. Prior to that, she was a planner with the Town of Holly Springs. She holds a Bachelor of Arts in Environmental Studies and Sustainability from the University of North Carolina at Chapel Hill.

Meet the Planners



Sarah Shaughnessy, AICP
Senior Planner

Sarah is a Raleigh-native who has been with the city since March 2022. Prior to working for the City of Raleigh, she worked as a health policy advisor for the Richmond City Public Health Department, focusing on the impact of the built environment on health promotion and disease prevention. She holds Masters' degrees in Public Health and City and Regional Planning from the University of North Carolina at Chapel Hill and a Bachelor of Arts in Anthropology from Grinnell College.



Sean Stewart
Planner

Sean is a planner who has been with the City since February 2023. He came to Raleigh from Toledo, Ohio where his background includes urban design on planning projects as well as communications for several organizations. Sean holds a master's degree in Public Administration focused on Urban and Regional Planning, and a bachelor's degree in Interactive Media.



Robert Tate
Senior Planner

Robert is a Raleigh-native who has been with the city since July 2022. Prior to working for the City of Raleigh, he was an intern in Central Virginia with Henrico County Department of Community Revitalization. He holds a master's degree in Urban and Regional Planning from Virginia Commonwealth University and a Bachelor of Arts in Geography from the University of North Carolina at Greensboro.

NOTIFICATION LETTER

We have provided an example of a Notification Letter for your neighborhood meeting. This template covers all the requirements of Unified Development Ordinance Article 10.2.1.C.5 – Content of Notice. Feel free to use this template and fill in the capitalized text with your project's specific information. Please Note: most rezoning requests will not have a staff planner assigned at the time of the first neighborhood meeting. If a staff planner has not been assigned to your rezoning request yet, do not include the Case Planner section in your letter.

Date:

Re: (REZONING/TEXT CHANGE TO ZONING CONDITIONS) of (SITE LOCATION)

Neighboring Property Owners and Tenants:

You are invited to attend a neighborhood meeting on (MEETING DATE and TIME). The meeting will be held at (MEETING LOCATION, INCLUDING ADDRESS) and will begin at (TIME).

The purpose of this meeting is to discuss a potential rezoning of the property located at (SITE ADDRESS AND NEARBY LANDMARKS). This site is currently zoned (CURRENT ZONING DISTRICT) and is proposed to be rezoned to (PROPOSED ZONING DISTRICT). (ANY OTHER RELEVANT DETAILS OF THE REQUEST.)

Prior to review by the Planning Commission, the City of Raleigh requires that a neighborhood meeting be held for all property owners within 1,000 feet of the area requested for rezoning. After the meeting a report will be submitted to the Raleigh Planning and Development Department. Any other person attending the meeting can submit written comments about the meeting or the request in general, but to be included in the Planning Commission agenda packet written comments must be received at least 10 days prior to the date of the Planning Commission meeting where the case is being considered.

Information about the rezoning process is available online; visit www.raleighnc.gov and search for "Rezoning Process." If you have further questions about the rezoning process, or would like to submit written comments after the meeting please contact:

Case Planner
Raleigh Planning & Development
(919) XXX-XXXX
Case.Planner@raleighnc.gov

If you have any concerns or questions about this potential rezoning I (we) can be reached at:
(NAME)

(CONTACT INFO)

Sincerely,

(NAME)

POWERPOINT PRESENTATION

We have provided an example of a PowerPoint Presentation, which is one of the ways to provide a visual aid for your neighborhood meeting. This example addresses all the major meeting topics including where the rezoning site is located, what the current zoning is, what the requested zoning is, and why. Please use this presentation as an example but fill in your project's specific information. If the facility where you are holding your meeting does not have technology to support a digital presentation, other helpful visual aids include large poster boards or printed handouts.

①

6850 Litchford Road
Z-2-23

Second Neighborhood Meeting
Millbrook Exchange
March 15, 2023

②

Neighborhood Meeting Agenda

- Introductions
- Purpose of the Meeting
- Rezoning Process
- Description of Property
- Current Zoning
- Policy Guidance
- Proposed Zoning
- Future Meetings
- Questions / Comments

3

Overview of Proposed Rezoning

- 6850 Litchford Road is approximately 9.26 acres
- Currently vacant, and wooded near Litchford Road
- Current Zoning: Residential 6 units/acre (R-6) and Industrial Mixed Use, 3-story height limit (IX-3)
- Future Land Use: (i) Moderate Scale Residential, and (ii) Regional Mixed Use
- Proposed Zoning (Z-2-23): Residential Mixed-Use, 5-story height limit, conditional use (RX-5-CU)
 - Prohibit Dormitory, Fraternity, Sorority use and Outdoor Sports and Entertainment Facility (>250 seats) use
 - Cap residential development at 160 units
- Purpose of rezoning is to develop a multifamily community

4

Rezoning Process

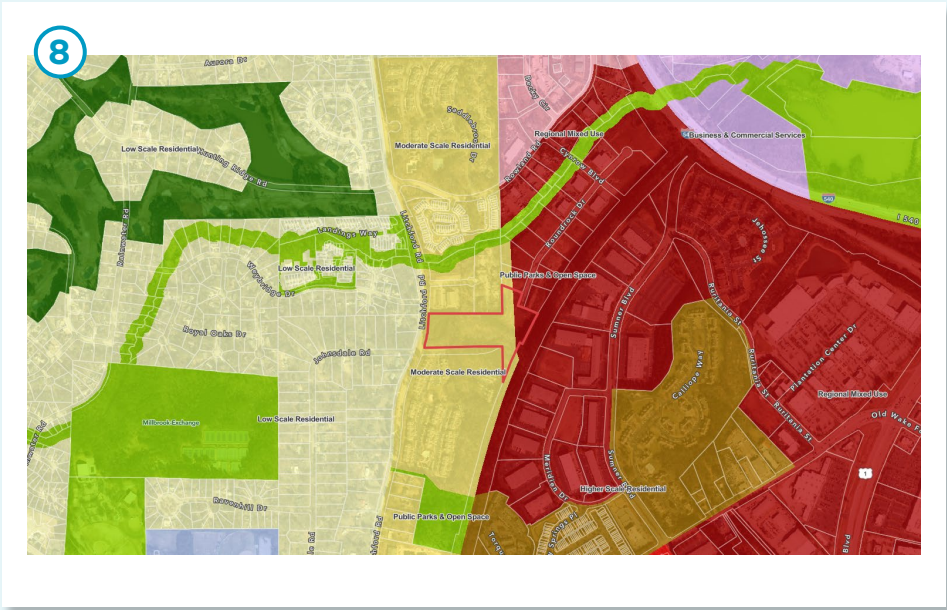
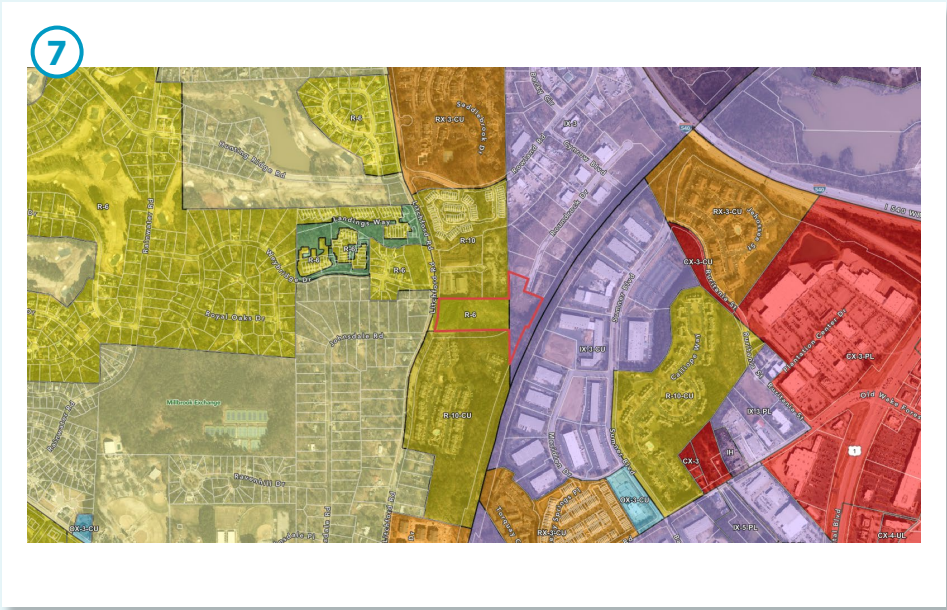


5



6





9

Conditional Use District Zoning Conditions		
Zoning case #: TBD	Date submitted: January 6, 2022	OFFICE USE ONLY
Existing zoning: R-6 and U-3	Proposed zoning: RX-5-CU	Rezoning case #

Narrative of Zoning Conditions Offered

1. The following Principal Uses as listed in UDO Section 6.1.4, that are permitted, limited, or special uses in the RX-district shall be prohibited: (i) Dormitory, fraternity, sorority; and (ii) Outdoor sports or entertainment facility (>250 seats).

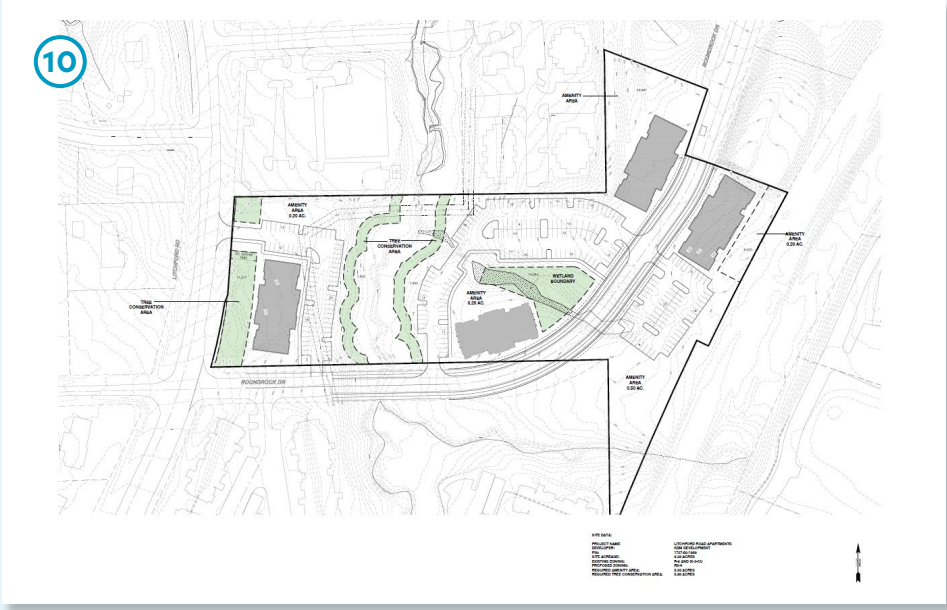
2. Residential density shall not exceed 160 total dwelling units.

3. But for any driveways or other site elements required by a governmental entity, developer shall dedicate Tree Conservation Area along the Property's pre-development boundary with Litchford Road. The width of the aforementioned Tree Conservation Area shall be at least fifty feet (50').

The property owner(s) hereby offers, consents to, and agrees to abide, if the rezoning request is approved, the conditions written above. All property owners must sign each condition page. This page may be photocopied if additional space is needed.

Property Owner(s) Signature: Rebecca Staffens

Printed Name: Rebecca Staffens



11

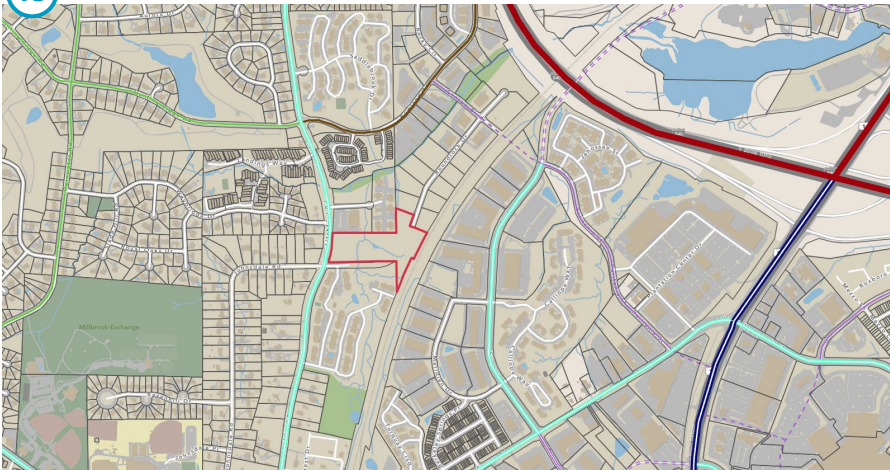
Excerpts from Initial Staff Review Letter

	Existing Zoning	Proposed Zoning		
Total Acreage		9.26		
Zoning	R-6 & IX-3	RX-5-CU		
Max. Gross Building SF	329,973	196,241		
Max. # of Residential Units	88	160		
Max. Gross Office SF	113,708	4,000		
Max. Gross Retail SF	50,774	4,000		
Max. Gross Industrial SF	329,973			
Potential F.A.R.	2.05	0.49		
Z-02-23 Existing Land Use Vacant	Daily	AM	PM	
	0	0	0	
Z-02-23 Current Zoning Entitlements Residential and Industrial Mixed-Use	Daily	AM	PM	
	1,977	165	176	
Z-02-23 Proposed Zoning Maximums Residential Mixed-Use	Daily	AM	PM	
	967	63	81	
Z-02-23 Trip Volume Change (Proposed Maximums minus Current Entitlements)	Daily	AM	PM	
	-1,011	-102	-96	

12



13



14

Overview of Proposed Rezoning

- 6850 Litchford Road is approximately 9.26 acres
- Currently vacant, and wooded near Litchford Road
- Current Zoning: Residential 6 units/acre (R-6) and Industrial Mixed Use, 3-story height limit (IX-3)
- Future Land Use: (i) Moderate Scale Residential, and (ii) Regional Mixed Use
- Proposed Zoning (Z-2-23): Residential Mixed-Use, 5-story height limit, conditional use (RX-5-CU)
 - Prohibit Dormitory, Fraternity, Sorority use and Outdoor Sports and Entertainment Facility (>250 seats) use
 - Cap residential development at 160 units
- Purpose of rezoning is to develop a multifamily community



Raleigh
Planning