

# Spotsylvania County

## Community Meeting Recommended Guidelines

### Community Meeting Guidance

These recommendations serve as a general guide to the process of holding a community meeting. It is the applicant's responsibility to host the meeting if it chooses to hold one, which includes securing a meeting location, mailing notices/ advertising the meeting, presenting the development proposal at the meeting, and answering questions.

### Purpose

Community meetings provide an opportunity for rezoning and special use applicants to meet with community members and discuss a proposed rezoning and/or special use application in an informal setting that allows for open dialog. Community meetings occur outside of the formal public hearing process and are encouraged to be held prior to application submission to the County so that the applicant can learn about community concerns and issues that may have bearing on their application. The meeting also provides citizens an opportunity to learn about projects early in the rezoning or special use processes.

### Scheduling

- Community meetings should be held at a location in close proximity to the proposed project's location.
- Meetings should be held during weekdays and should begin no earlier than 6:00 p.m.
- No community meeting should be scheduled during regular Planning Commission or Board of Supervisor meetings.

### Notification

- No less than two (2) weeks prior to the meeting date, the applicant should mail invitations to the Community Meeting. At a minimum, the invitations should state the purpose of the meeting; describe the project; show the project location on a map; include the meeting date, time, and location; and provide contact information for the applicant and/or their agent.
- The invitations should be mailed 1<sup>st</sup> class postage to all property owners within a radius of the project using the notification standards in *Appendix A* as a guide. *Please Note: Certified letters are not encouraged.*
- If a neighborhood with a Homeowner's Association (HOA) exists within the notification area, a letter should be sent to the HOA.
- Invitations should be sent to the Director and Assistant Director of Planning, and all members of the Planning Commission and Board of Supervisors, regardless of the project's location.
- Documentation of the mailed notice in the form of a notarized certification of mailing should be included with the rezoning and/or special use application package.

### **Community Meeting Presentation**

The applicant should provide the attached sign-in sheets to document participants, including name, phone number, and e-mail address. A record of the meeting and those in attendance should be included as part of the rezoning and/or special use application package.

During the presentation, the applicant should describe the proposed application and make a copy of the General Development Plan (GDP) available for review by attendees. Time should be reserved for questions and answers by the applicant following their presentation.

County staff attending the meeting shall only observe the proceedings, reserving comment until a complete application is received, but may provide information on the public hearing process.

### **Follow Up Community Meetings**

If a project changes substantially or if more than one (1) year has passed between the community meeting and application submission, the applicant should hold a follow-up community meeting following the procedures noted above. Examples of substantial changes include, but are not limited to:

- Increases in density/intensity;
- Reductions in setbacks;
- The inclusion of uses/project components not contemplated during the initial community meeting;
- Major design changes, including changes to the transportation network; and
- Other changes of a similar nature.

## Appendix A Notification Recommendations

In consultation with the Director or Assistant Director of Planning, it is the applicant's responsibility to determine the appropriate notification parameters using the following matrix as a guide. The radius is measured from the outside boundaries of the proposed development.

<b>Proposed Use</b>	<b>Notification Radius from Property</b>
Minor impact or Minor amendment to an approved rezoning or special use	500' radius mailing for meeting or informational letter
Special use with less than 50 peak hour trips, or limited to immediate neighborhood impact	1000' radius mailing
Special use with between 50 and 100 peak hour trips or greater than immediate neighborhood impact	2000' radius mailing & Newspaper notice
Special use for a Wireless Telecommunications Tower	3000' radius mailing & Newspaper notice
Special use that will have greater than 100 peak hour trips, or sound, vibration or other similar impacts that are anticipated to impact property located greater than 2000 feet from the boundary of the property	3000' radius mailing & Newspaper notice
Rezoning	3000' radius mailing & Newspaper notice

Project Name: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Location: \_\_\_\_\_

NAME	PHONE #	E-MAIL ADDRESS