

# CITY OF HIGH POINT

## AGENDA ITEM



**Title:** Zoning Case 15-04 (D.R. Horton)

**From:** Lee Burnette, Planning & Development  
Director

**Meeting Date:** March 16, 2015

**Public Hearing:** Yes

**Advertising Date:** March 4 & 11, 2015

**Advertised By:** Planning & Development

**Attachments:** A. Planning and Zoning Commission Recommendation  
B. Staff Report  
C. Zoning Ordinance

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### PURPOSE:

A request by D.R. Horton to rezone an approximate 23.4-acre parcel from the Agricultural (AG) District, within Guilford County's zoning jurisdiction, to a Conditional Zoning Residential Single Family-9 (CZ RS-9) District. The site is lying along the west side of Kendale Road, approximately 2,800 feet (0.53 mile) north of Skeet Club Road. Approval of this rezoning request is contingent upon City Council approval of a voluntary annexation request.

### BACKGROUND:

Staff report and the Planning & Zoning Commission's recommendation is enclosed.

### BUDGET IMPACT:

There is no budget impact.

### RECOMMENDATION / ACTION REQUESTED:

A. On March 10, 2015, a public hearing was held before the Planning and Zoning Commission regarding-Zoning Case 15-04. The Planning & Zoning Commission recommended approval of Zoning Case 15-04 by a vote of 8-0.

B. Staff recommends *approval* of Zoning Case 15-04 as outlined in the attached staff report.

## **PLANNING AND ZONING COMMISSION RECOMMENDATION**

**D.R. Horton**

**Zoning Case 15-01**

At its March 10, 2015 public hearing, the Planning and Zoning Commission reviewed a request to rezone an approximate 23.4-acre parcel from the Agricultural (AG) District, within Guilford County's zoning jurisdiction, to a Conditional Zoning Residential Single Family-9 (CZ RS-9) District. All members of the Commission were present. Mr. Herbert Shannon, Senior Planner, presented the case and recommended approval of the request as outlined in the staff report.

Speaking on behalf of the request was the applicant's attorney, Mr. Tom Terrell, 529 West Parkway Avenue, High Point, NC. He provided an overview of the proposal and addressed questions from the Commission. In conclusion, Mr. Terrell stated that they are in negotiations with the abutting property owner to the north (Mr. & Mrs. Greene) as to the installation of a row of evergreen trees, on the Greene's property, to address their buffer concerns. He believes they will have the details worked out by the time this case is heard by the City Council.

Speaking in opposition to the request were Jackie and Eleanor Greene, 4441 Kendale Road. Mr. & Mrs. Greene expressed concerns as to the number of homes and smaller lot sizes that could be developed. They also had concerns as to the number of lots proposed along the northern boundary of the zoning site abutting their property and a desire for the applicant to install a wall or landscape buffer between the zoning site and their property.

The Planning & Zoning Commission recommended approval of Zoning Case 15-04, as recommended by staff, by a vote of 8-0. In its motion to recommend approval, the Commission included a note to City Council that the screening issues should be resolved prior to the Council taking action on this request.

**CITY OF HIGH POINT  
PLANNING AND DEVELOPMENT DEPARTMENT**

**STAFF REPORT  
ZONING CASE 15-04  
February 24, 2015**

<b>Request</b>	
<b>Applicant:</b> D.R. Horton	<b>Owner:</b> James and Kathleen Koch
<b>Zoning Proposal:</b> To annex and apply initial City zoning to a 23.4-acre parcel	<b>From: AG</b> Agricultural District
	<b>To:    CZ RS-9</b> Conditional Zoning Residential Single Family-9 District

<b>Site Information</b>	
<b>Location:</b>	Lying along the west side of Kendale Road, approximately 2,800 feet (0.53 mile) north of Skeet Club Road
<b>Tax Parcel Number:</b>	Guilford County Tax Parcel 0171279
<b>Site Acreage:</b>	Approximately 23.4 acres
<b>Current Land Use:</b>	Single family dwelling
<b>Physical Characteristics:</b>	The site is heavily wooded with a moderately sloping terrain.
<b>Water and Sewer Proximity:</b>	An 8-inch City water line is lying within Kendale Road, approximately 670 feet north of the site. A 15-inch City sewer line runs along the West Fork of the Deep River, approximately 115 feet south of the site.
<b>General Drainage and Watershed:</b>	The site drains in a southeasterly direction and development is subject to the Oak Hollow Lake Watershed Critical Area (WCA) requirements. Engineered stormwater treatment measures are required for development with a total impervious surface area greater than 24% of the site. The site is within Tier 3 of this WCA, which only permits two-dwelling units per acre for single family development or a maximum 50% built-upon area for other permitted uses.
<b>Overlay District:</b>	Oak Hollow Lake Watershed Critical Area (WCA) – Tier 3 Airport Overlay – Zone 3

<b>Adjacent Property Zoning and Current Land Use</b>		
<b>North:</b>	AG    Agricultural District	Single family dwelling and undeveloped parcel
<b>South:</b>	PI    Public & Institutional District	Undeveloped parcel
<b>East:</b>	AG    Agricultural District	Single family dwelling
	PI    Public & Institutional District	Undeveloped parcel
<b>West:</b>	AG    Agricultural District	Single family dwelling and undeveloped parcel
	PI    Public & Institutional District	

<b>Relevant Land Use Policies and Related Zoning History</b>	
<b>Community Growth Vision Statement</b>	<p>Obj. 1C: Protect the city's water supply through compatible use and design innovations, and minimizing the disturbance of land.</p> <p>Obj. 5E: Require that street systems connect with one another whenever possible to move all modes of traffic efficiently, to avoid congestion along key corridors, to improve traffic and pedestrian safety, and to enhance emergency management access.</p>
<b>Land Use Plan Map Classification:</b>	The site has a Low-Density Residential land use designation. These areas include primarily single family detached dwellings on individual lots. Development densities in these areas shall not exceed five dwelling units per gross acre.
<b>Land Use Plan Goals, Objectives &amp; Policies:</b>	<p>The following goal and objectives of the Land Use Plan are relevant to this request:</p> <p>Goal #5: Promote an urban growth pattern that occurs in an orderly fashion and conserves the land resources of the city and its planning area.</p> <p>Obj. #2. Protect and preserve environmentally sensitive locations including designated open space and watershed critical areas from inappropriate development.</p> <p>Obj. #5. Maintain an appropriate balance between the size, location and density of new development and the availability and demands upon the public services and facilities required to serve that development.</p>
<b>Relevant Area Plan:</b>	<p><u>Northwest Area Plan:</u></p> <p>This plan, adopted in January 2011, assessed the development potential of the northwest part of the City's planning area. It included recommendations about land use designations and provided goals and objectives for development in the area. The subject site is located in an area designated as Low Density Residential, and the following objectives regarding residential development are relevant to this request:</p> <p>Obj. 1b: Maintain a high level of water quality for aesthetic, environmental and economic reasons through measures like minimizing land disturbing activities and improved stormwater management techniques.</p> <p>Obj. 3b: Provide intra-and inter-development transportation connectivity via streets, sidewalks, greenways and less formal trails.</p>
<b>Zoning History:</b>	<p>The following annexation and zoning requests have been approved in this general area along Kendale Road:</p> <ul style="list-style-type: none"> <li>• <u>2002, Alderbrook Sbddivision:</u> A 131-acre single-family subdivision developed to the RS-9 and RS-12 District standards. This subdivision is lying approximately ½ mile north of the zoning site along east side of Kendale Road</li> <li>• <u>1998, Ashton Oaks Subdivision:</u> A 50-acre RS-12 District single-family subdivision. This subdivision is lying approximately 800 feet north of the zoning site along the east side of Kendale Road.</li> </ul>

Transportation Information				
Adjacent Streets:	Name		Classification	Approx. Frontage
	Kendale Road		Major Thoroughfare	467 ft.
Vehicular Access:	Access will be from Kendale Road.			
Traffic Counts: (Average Daily Trips)	Kendale Road		2,000 AADT (NCDOT 2013 counts)	
Estimated Trip Generation:	The proposed 46-unit single family subdivision will generate approximately 503 trips/day.			
Traffic Impact Analysis:	Required		Comment	
	<u>Yes</u>	<u>No</u> X	None	
Pedestrian Access:	Development of the site is subject to the sidewalk requirements of the Development Ordinance.			

School District Comment				
Guilford County Schools				
<b>Local Schools:</b>	<b>Enrollment</b> (20 <sup>th</sup> day Fall 2014)	<b>Maximum Design Capacity</b>	<b>Mobile Classrooms</b>	<b>Projected Additional Students</b>
Southwest Elementary	716	937	6	13-14
Southwest Middle	1,135	1,254	10	5-8
Southwest High	1,530	1,450	12	6-7
School District Remarks:	None			

### Details of Proposal

This application proposes to establish initial City of High Point zoning for this parcel. The property currently has an AG District zoning under Guilford County's zoning jurisdiction, the applicant is requesting annexation to connect to City utilities and a CZ RS-9 District zoning to allow the development of a 46-unit single family residential subdivision. Included with this application is a conditional zoning ordinance in which the applicant has offered conditions pertaining to right-of-way dedication and location of a road stubs to facilitate future connectivity.

### Staff Analysis

Section 9-3-13 of the Development Ordinance states that the Planning & Zoning Commission and the City Council shall be guided by the purposes and intent of the Development Ordinance, and shall give consideration to the following in the review and discussion of any Conditional Zoning application. Based on the applicant's submittal and proposed conditions, as they existed on the date of this report, the Planning and Development Department offers the following comments relative to these ordinance considerations.

**Consistency with Adopted Plans:**

**The proposed Conditional Zoning District is appropriate for its proposed location and is consistent with the purposes, goals, objectives and policies of relevant comprehensive land use or area plans**

**Staff Comments:**

The proposal is consistent with the Land Use Plan and with the Northwest Area Plan. It is consistent with goals and objectives of these plans based upon the requirements for development in watershed critical areas and the proposed conditions related to future street connectivity with adjacent properties.

**Review Factors:**

**The applicant's proposed Conditional Zoning District, including the proposed use(s), written conditions and Conditional Zoning Plan, satisfactorily meets or addresses the following:**

<b><u>Factor #1</u></b>	<b>Produces a development that is compatible with surrounding development character and land uses;</b>
	<p><b><u>Staff Comments:</u></b></p> <ul style="list-style-type: none"><li>• The subject site is within an area that is primarily developed with single family dwellings on large rural lots in the County's jurisdiction, and suburban single family subdivisions within the City of High Point's jurisdiction. The applicant's request to establish a CZ RS-9 District to promote the development of a single family subdivision is compatible with the character and existing land uses in this area.</li><li>• The subject site is within Tier 3 of the Oak Hollow Lake Watershed Critical Area, which restricts single family residential uses to two dwelling units per acre. Area subdivision within the City's jurisdiction are primarily in the RS-12 District, which permits development up to three units per acre, and the RS-9 District, which permits development up to four units per acre. However, the two units per acre density restriction of the Watershed Critical Area regulation controls; therefore, the development intensity associated with this site will be compatible with the surrounding area which is under the areas watershed restrictions.</li></ul>
<b><u>Factor #2</u></b>	<b>Minimizes or effectively mitigates any identified adverse impact on adjacent and nearby property, such as that caused by traffic, parking, noise, lighting, trash, loading areas, etc.;</b>
	<p><b><u>Staff Comments:</u></b></p> <p>The applicant offers conditions pertaining to right-of-way dedication along the parcel's Kendale Road frontage for future road improvements and to provide a stub street to facilitate future connectivity. There are no identified impacts that are not effectively mitigated by the proposal.</p>
<b><u>Factor #3</u></b>	<b>Minimizes or effectively mitigates any identified adverse environmental impact on water and air resources, minimizes land disturbance, preserves trees and protects habitat;</b>
	<p><b><u>Staff Comments:</u></b></p> <p>The site is within a Watershed Critical Area, and as such, development of the site is required to meet watershed standards of the Development Ordinance.</p>

<b><u>Factor #4</u></b>	<b>Minimizes or effectively mitigates any identified adverse impact on municipal facilities and services, such as streets, potable water and wastewater facilities, parks, police and fire; and;</b> <i>Staff Comments:</i> The site is within an area currently served by City of High Point utilities and municipal services. The zoning submittal has no known adverse impacts on municipal services.
<b><u>Factor #5</u></b>	<b>Minimizes or effectively mitigates any identified adverse effect on the use, enjoyment or value of adjacent properties.</b> <i>Staff Comments:</i> Based on density restrictions of the Watershed Critical Area regulations, staff has found no evidence that development of single family dwellings on the zoning site, at an overall density of two units per acre, will substantially injure the value of adjacent property owners.

**Changes in the Area:**

**There have been changes in the type or nature of development in the area of the proposed Conditional Zoning District that support the application.**

*Staff Comments:*

There have been no significant changes in this portion of the City's planning area. Since 1992, the Land Use Map has designated this portion of the City's planning area for low-density residential development at a density of five units per acre or less.

**Development Patterns:**

**The proposed Conditional Zoning District would result in development that promotes a logical, preferred and orderly development pattern.**

*Staff Comments:*

Residential developments along Kendale Road consist of subdivisions developed to meet the RS-9 and RS-12 District standards of the Development Ordinance. The applicant's request to establish a CZ RS-9 District for this property is consistent with the trending development pattern in this area.

**Reasonableness/Public Interest:**

**An approval of the proposed Conditional Zoning District is considered reasonable and in the public interest.**

*Staff Comments:*

In this case, staff suggests that the approval of the applicant's request is reasonable and in the public interest because: 1) The request is consistent with the Land Use Plan; and 2) Density restrictions of the Watershed Critical Area will ensure compatibility with other city subdivisions and ensure water quality protection.

**Recommendation**

**Staff Recommends Approval:**

As addressed in the Staff Analysis section of this report, conditions offered by the applicant and environmental standards of the Development Ordinance will ensure development of the property will be compatible with the surrounding area. The Planning & Development Department

recommends approval of the request to rezone this 23.4-acre parcel to the CZ RS-9 District. As conditioned, the request will be compatible with the surrounding area and will be in conformance with adopted plans.

### **Required Action**

#### **Planning and Zoning Commission:**

The NC General Statutes require that the Planning and Zoning Commission place in the official record a statement of consistency with the City's adopted plans when making its recommendation. This may be accomplished by adopting the statements in the Staff Analysis section of this report or by adopting its own statement.

#### **City Council:**

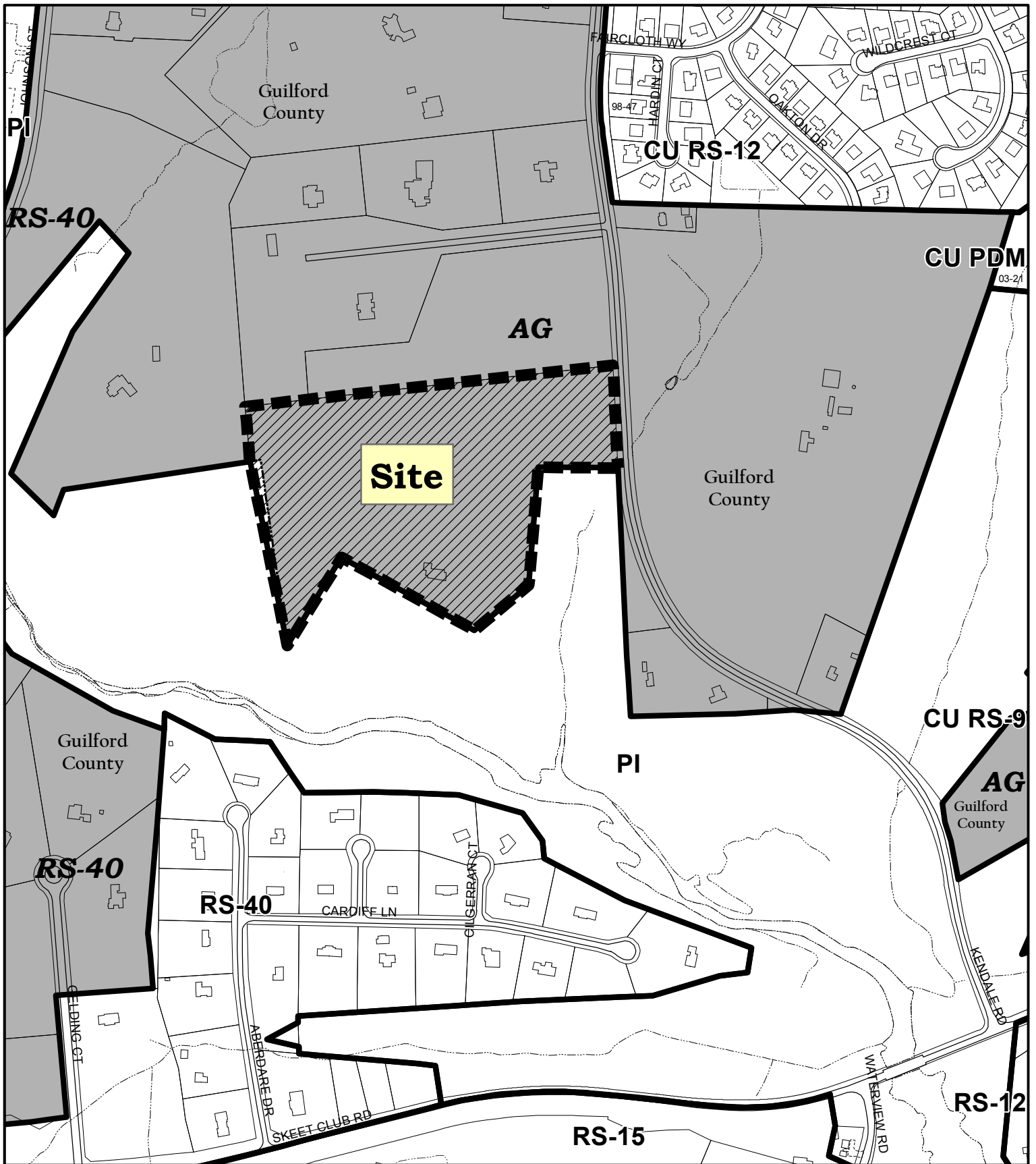
The NC General Statutes require that the City Council also place in the official record a statement of consistency with the City's adopted plans, and explain why the action taken is considered to be reasonable and in the public interest when rendering its decision in this case. This may be accomplished by adopting the statements in the Staff Analysis section of this report or by adopting its own statement.

### **Report Preparation**

This report was prepared by Planning and Development Department staff member Herbert Shannon Jr. AICP, Senior Planner, and reviewed by Robert Robbins AICP, Development Services Administrator and Lee Burnette AICP, Director.







## ZONING CASE 15-04

**From: Agricultural (Guilford County)**  
**To: Residential Single Family-9**

**Existing Zoning Boundary** —————  
**Subject Property Boundary** - - - - -

**Planning & Development  
 Department**

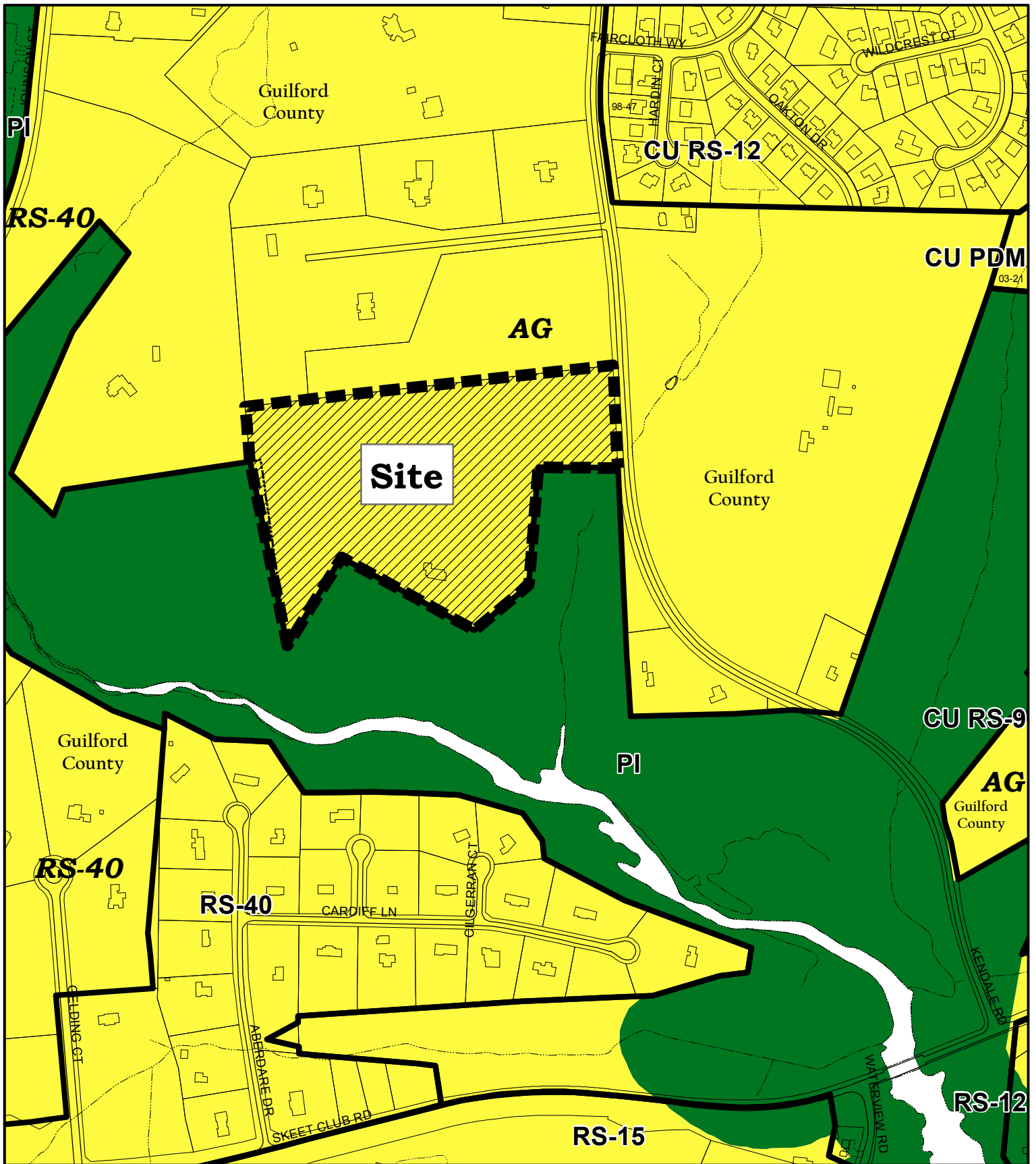
**City of High Point**

**Date: February 24, 2015**



**Scale: 1"=500'**

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# ZONING CASE 15-04

## Land Use Plan

- Low-Density Residential
- Recreation/Open Space

Planning & Development  
Department

City of High Point

Date: February 24, 2015



Scale: 1"=500'

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# ZONING CASE 15-04

## Topography

**Subject Property Boundary**    - - - - -

**Planning & Development  
Department**

**City of High Point**

**Date: February 24, 2015**



**Scale: 1"=500'**

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**ZONING CASE 15-04**





AN ORDINANCE AMENDING “THE CITY OF HIGH POINT, NORTH CAROLINA DEVELOPMENT ORDINANCE,” PURSUANT TO SECTION 9-3-12, ZONING MAP AMENDMENTS, OF THE DEVELOPMENT ORDINANCE.

WHEREAS, the City Council of The City of High Point adopted “The City of High Point Development Ordinance” on January 7, 1992 with an effective date of March 1, 1992, and subsequently amended;

WHEREAS, public hearings were held before the Planning and Zoning Commission of the City of High Point on February 24, 2015 and before the City Council of the City of High Point on March 16, 2015 regarding **Zoning Case 15-04** a proposed amendment to the Official Zoning Map of the “City of High Point Development Ordinance”;

WHEREAS, notice of the public hearings was published in the High Point Enterprise on February 15, 2015, for the Planning and Zoning Commission public hearing and on March 4, 2015 and March 11, 2015, for the City Council public hearing pursuant to Chapter 160A-364 of the General Statutes of North Carolina; and

WHEREAS, the proposed amendment was adopted by the City Council of the City of High Point on \_\_\_\_\_.

**THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGH POINT:**

**SECTION 1**

That the Official Zoning Map of the City of High Point be amended to establish the following described area as: **Conditional Zoning Residential Single Family-9 (CZ RS-9) District**. The property is approximately 23.4 acres and lying along the west side of Kendale Road, approximately 2,800 feet north of Skeet Club Road. The property is also known as Guilford County Tax Parcel 0171279.

**SECTION 2**

That the property herein described shall be perpetually bound by the following use(s) authorized and condition(s) imposed, unless subsequently changed or amended as provided for by the Development Ordinance.

Part I. **USES:**

Any of the land uses allowed in the Residential Single Family-9 (RS-9) District and their customary accessory uses shall be permitted, subject to the development and dimensional requirements of the RS-9 District and the specific conditions listed in this ordinance.

Part II. CONDITIONS:

A. Transportation Conditions.

1. Right-of-way Dedication: The property owner shall dedicate a minimum of fifty (50) feet of right-of-way, as measured from the existing centerline of Kendale Road, along the entire frontage of the zoning site.
2. Access: A stub street is required with the location determined by the City of High Point Technical Review Committee.
3. The City of High Point Transportation Director shall approve the exact location and design of all access points. In addition, the Director of Transportation and the North Carolina Department of Transportation (NCDOT), if applicable, shall approve all construction and improvements.

SECTION 3

That plans for any development on the property described herein shall be pursued in accordance with this conditional zoning district and shall be submitted to the City of High Point and other approval authorities for review in the same manner as other such plans now required to be approved by the City of High Point.

SECTION 4

Should any section or provision of this ordinance be declared invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

SECTION 5

That all ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 6.

This ordinance shall become effective upon the date of adoption.  
\_\_\_\_ day of March, 2015.

Lisa B. Vierling, City Clerk

# **Citizens Information Meeting Report**

## **Zoning Case 15-04**

Submitted by: Thomas Terrell, Jr.  
on behalf of D.R. Horton



February 2, 2015

**VIA EMAIL & U.S. MAIL**

Herbert K. Shannon  
City of High Point  
SENIOR PLANNER / ZONING COORDINATOR  
Planning and Development Department  
211 S Hamilton, Room 316  
High Point, NC 27260

Re: 4429 Kendale Road

Dear Herb:

Enclosed is the report of neighborhood meeting for Zoning Case 15-04.

Sincerely,

Smith Moore Leatherwood LLP



Thomas E. Terrell, Jr.

TET/th

Enclosure

**Report of Neighborhood Meeting**  
**Applicant: DR Horton**  
**Zoning Case 15-04**

There are only three neighbors who live within 300 feet of this site, and two of the three are absentee owners:

Jackie and Eleanor Greene    4441 Kendale Rd, High Point  
Jay and Dorothy Motsinger   2122 Peacock Dr., Lexington, N.C.  
Michael and Paralee O'Brien 4504 Johnson St., Colfax, N.C.

Accordingly, applicant D.R. Horton, in consultation with legal counsel, determined that a community meeting was not the most effective way to communicate with three owners. We decided to send a personalized letter to each neighbor that fully explained what they would have heard at a meeting and offer to call or personally meet with them if they wished.

The letter to each neighbor is attached as Exhibit A.

The attachments included in the letter are attached as Exhibit B and Exhibit C.

As of February 2, 2015, no calls or emails or letters have been received. If any of the neighbors reaches out, this report will be updated to reflect their questions or comments.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Terrell", written in a cursive style.

Thomas E. Terrell, Jr.

# EXHIBIT A

January 30, 2015

Michael and Paralee OBrien  
4504 Johnson Street  
Colfax, NC 27235

Dear Mr. and Mrs. OBrien:

I represent DR Horton that has filed a rezoning application with the City of High Point to construct no more than 46 single family homes on the 23 acres owned by James and Kathleen Koch at 4429 Kendale Road. State-mandated watershed rules prevent any density greater than two units per acre. The rezoning would also require voluntary annexation of this tract.

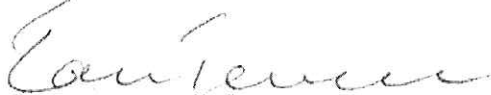
DR Horton is working with the conceptual drawing enclosed. This is not a final site plan.

Also enclosed is a description of the rezoning process that includes Citizen Information Meetings. Because there are only three citizens who live within 300 feet of this tract, we thought it would be better to communicate with you first by mail. If you have questions that can be answered by a phone call, my direct number at my office is 336-378-5412. If you would like to discuss any aspect of this project in person, we will arrange a personal meeting with the developer and engineer at a time and place convenient for you.

If you haven't received it yet, you will soon receive a notice of the Planning and Zoning Commission meeting scheduled for February 24<sup>th</sup> at 6:00 p.m. at High Point City Hall.

Sincerely,

Smith Moore Leatherwood LLP



Thomas E. Terrell, Jr.

TET/th

Enclosure

January 30, 2015

Dorothy J. Motsinger  
Jay Motsinger  
2122 Peacock Drive  
Lexington, NC 27292

Dear Ms. Motsinger and Mr. Motsinger:

I represent DR Horton that has filed a rezoning application with the City of High Point to construct no more than 46 single family homes on the 23 acres owned by James and Kathleen Koch at 4429 Kendale Road. State-mandated watershed rules prevent any density greater than two units per acre. The rezoning would also require voluntary annexation of this tract.

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Sincerely,

Smith Moore Leatherwood LLP



Thomas E. Terrell, Jr.

TET/th

Enclosure



January 30, 2015

Jackie M. Greene  
Eleanor Elaine Greene  
4441 Kendale Road  
High Point, NC 27265

Dear Neighbor:

I represent DR Horton that has filed a rezoning application with the City of High Point to construct no more than 46 single family homes on the 23 acres owned by James and Kathleen Koch at 4429 Kendale Road. State-mandated watershed rules prevent any density greater than two units per acre. The rezoning would also require voluntary annexation of this tract.

DR Horton is working with the conceptual drawing enclosed. This is not a final site plan.

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Sincerely,

Smith-Moore Leatherwood LLP

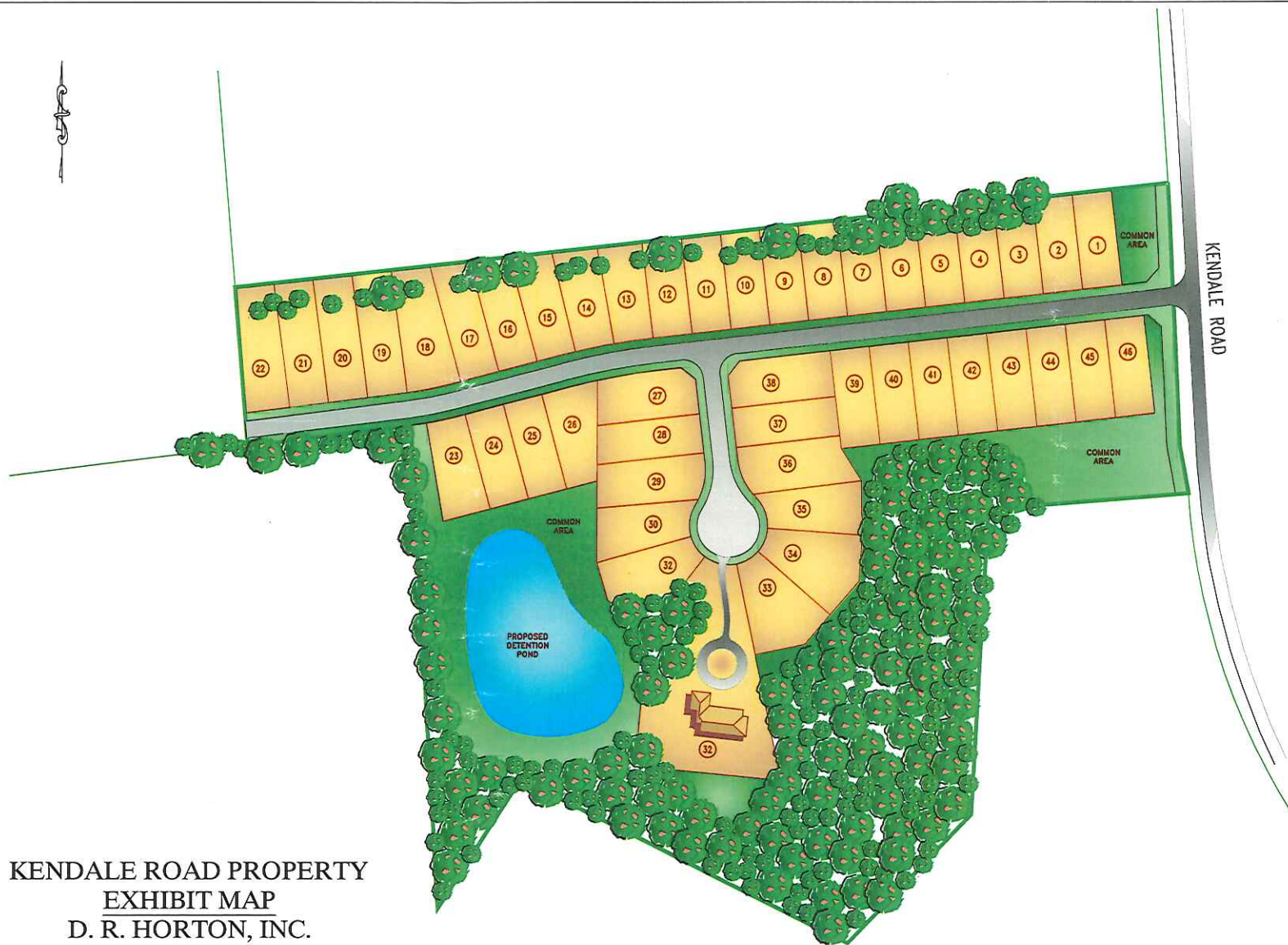


Thomas E. Terrell, Jr.

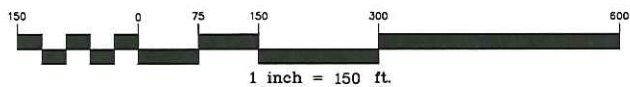
TET/th

Enclosure

# EXHIBIT B



KENDALE ROAD PROPERTY  
EXHIBIT MAP  
D. R. HORTON, INC.





# EXHIBIT C



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**City of High Point  
Conditional Use District Zoning  
Citizen Information Meetings**

Anyone planning to file a zoning application for a conditional use district from the City of High Point is required to hold a citizen information meeting prior to filing the application. This requirement applies only to an application for a conditional use district or an application to amend a previously approved conditional use district. Conditional use district zoning is a type of zoning where property owners can impose specific conditions or restrictions on the development and use of their property, and where the conditions are enforceable by the City regardless of the property's future ownership.

The City of High Point finds that quality development is better achieved through an informed and cooperative process than an adversarial one. The purpose of the citizen information meeting is to allow the person planning to file an application, otherwise known as the applicant, the opportunity to inform citizens about the development proposal and to provide citizens the opportunity to ask questions and find out more about the proposal prior to any official public hearings.

The applicant's development proposal is officially presented to the Planning & Zoning Commission and City Council at their respective public hearings. At the public hearings, the Commission and Council hear comments and concerns from citizens regarding the proposal prior to making decisions. The public hearings are not the preferred setting for citizens to learn about a development proposal for the first time. It is difficult to gain understanding of a proposal and offer well thought out comments during the relatively short time of a public hearing. The citizen information meeting is important in that it can provide basic information and allow communication with the applicant before the public hearings, so that citizens may informatively develop their comments and any concerns, and later present them at the public hearings for consideration.

Applicants may vary the form and number of citizen information meetings they conduct; however, they are required to contact or otherwise notify owners of property located within 300 feet of the proposed zoning site. Whatever form the meeting takes, those citizens participating are provided with this written statement from the City of High Point, which describes the purpose of the citizen information meeting, the application process and where additional information may be obtained from the City. In addition, the applicant must provide a written description of the development proposal and any other available information that would help citizens to better understand it. After the zoning application is filed with the City's

Administration  
336.883.3328

Planning Services  
336.883.3328

Development Services  
336.883.3328

Inspection Services  
336.883.3151

Planning & Development Department, the applicant submits to the City a written report of the citizen information meeting(s). At a minimum, this report records the property owners notified; date, time and location of the meeting(s); the written description of the development proposal; and any comments, ideas or suggestions from citizens that were incorporated into the development proposal.

Before the public hearings are held, the City's Planning & Development Department mails notices to all owners of property located within 300 feet of the zoning site. This notice provides information on the conditional use district request; the time, date and place of the Planning & Zoning Commission public hearing; and contact information. A second notice is mailed prior to the City Council's public hearing with similar information. Also, signs are placed on the zoning site giving notice of the request and the City's public hearings.

After hearing public comments and considering the development proposal, the Planning & Zoning Commission makes a recommendation to the City Council who, after holding their public hearing, decides what action should be taken on the proposal. Changes to the applicant's proposal can occur during this process in order to insure consistency with City policy and development regulations, and to minimize expected impacts that can be generated by the development or use of the zoning site.

No condition can be included in a conditional use district that specifies ownership status, race, religion or characteristics of the development's occupants, the minimum size of a dwelling, the minimum value of buildings or improvements, or ones that otherwise excludes specific races, religions or classes of people.

Citizens are strongly encouraged to contact the City's Planning & Development Department and visit the department's website for additional information on the City's zoning process, and for information about specific development proposals.

Contact:

Planning & Development Department  
336-883-3328  
[www.high-point.net/plan](http://www.high-point.net/plan)