Zoning Map Amendment Request: ZA-2016.05

Applicant: Stephen Pepitone of INSTEP Properties, LLC

Property Owner: Stephen Pepitone

Current Zoning: Neighborhood Center Commercial (NC-C)

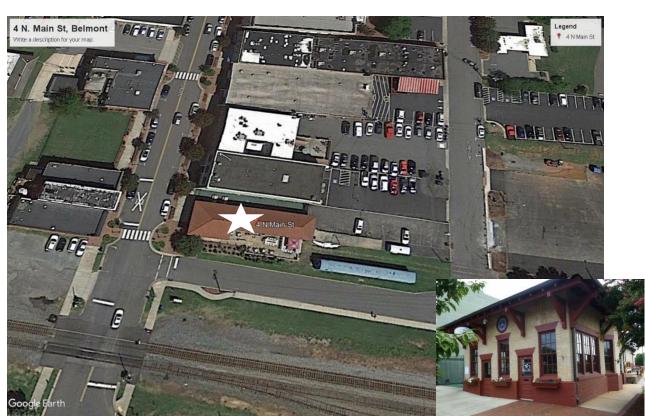
Proposed Zoning: Neighborhood Center Commercial Conditional District (NC-C/CD). This is a request to rezone the subject property to allow the development of a 5900 sq. ft. shopfront commercial development on a .36 acre property. The proposed structure would be located behind the historic train depot (Attachment A).

Property Location: 4 N. Main Street

Gaston County Tax Parcel Identification Number: 125871

Acreage: Approx. .36 acres

Map 1. Location of subject property

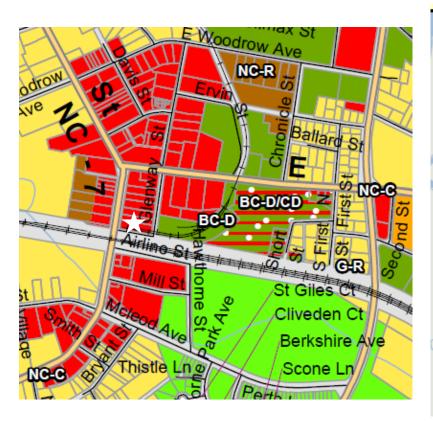


Background: The subject .36 acre property is occupied by the historic 1916 Piedmont & Northern Railroad Station in Historic Downtown Belmont. This site was designated as a historic property by the Gaston County Historic Preservation Commission in December of 2014. The site also includes a loading dock at the rear of the structure, and a grassed area adjacent to the south property line, with railroad tracks alongside. A single railcar currently remains on the property.

Staff Analysis: The request is to rezone the property from Neighborhood Center-Commercial (NC-C) to Neighborhood Center Commercial Conditional District (NC-C/CD), to approve the concept plan, and to allow flexibility with the rear-yard setback requirement. The NC-C zoning district is coded to provide for higher density residential and opportunities for limited scale commercial activities along an existing mixed use corridor. Development in the NC-C district is intended to emulate Main Street characteristics. Permitted building types in this district are: detached house, townhouse, apartment building, shopfront, and civic building.

The primary zoning classification in the project vicinity is Neighborhood Center Commercial (NC-C), and is well reflected in the adjacent commercial uses.

| Direction | Use | Zoning |
|-----------|---------------------------|-----------------------------------|
| North | Commercial Retail | Neighborhood Center Commercial |
| Couth | Commercial | |
| South | Norfolk Southern Railroad | Neighborhood Center Commercial |
| West | Commercial | Neighborhood Center |
| | | Commercial |
| East | Public Parking Lot | Business Campus |
| | | Development |



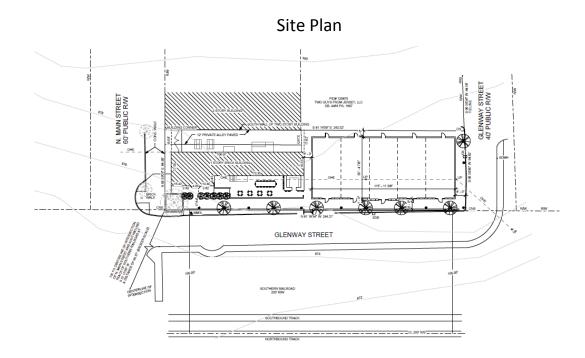


Project – See Site Plan Below and Attachment C

The applicant is proposing a 5900 sq. ft. shopfront building for commercial use. Requirements for a shopfront building type are as follows:

| Lot Standards 4.5 Shopfront | Required | Proposed |
|---------------------------------|---------------------|--------------------------------|
| Minimum Lot Width | 16 – 32 ft. | Existing lot 64.62 ft. |
| Front Setback | 0 | 8 ft. |
| Side setback | 0 | 8 ft. on east side on property |
| Rear setback | 20 ft. | 5 ft. |
| Maximum Height | 3 Stories (42 feet) | 26 ft. |
| Minimum Height | 26 ft. | 26 ft. |
| Frontage Buildout (Minimum) 70% | 70% | 70%+ |
| Maximum Building Footprint | 6000 sq. ft. | <6000 sq. ft. |

The applicant is seeking relief from the minimum rear yard setback for a shopfront building which is required to be twenty (20) feet from property line. Distinguishing the setback areas on this property is difficult because it has three street frontages and the buildings are required to face the street frontage. Staff applied the rear yard setback for the proposed building at the north property line. The applicant is proposing a five (5) ft. setback in order to meet the minimum sidewalk width at the front of the building. Typically, sidewalks are placed within a right-of-way, however, Glenway Street has no additional room within its right-of-way for sidewalk. Therefore, the applicant will build the required eight (8) ft. wide sidewalk on the property along the entire south and east property line to be dedicated for public use. Based on this infill development site location and lack of additional area within the public right-of-way, staff supports the applicant's request to reduce the rear yard setback to five (5) feet. All other performance standards for the NC-C zoning classification and shopfront building type have been met.



TOTAL RETAIL AREA = 5,869 SF

Street Frontage Improvements: As previously stated, the project is required to provide 8-foot-wide sidewalks. The existing property lacks sidewalks along Glenway Street at the south and east property line. Curb, gutter, street trees, and street lights are also required. Due to the lack of development area within the existing Glenway Street right-of-way, the applicant will construct all street frontage improvements on the subject property. The street trees will be required to be located within tree wells, with decorative tree grates. The street lights shall match existing street lights located on Main Street. Curbing exists along Glenway St. except for a small area at the southwest corner of the property. improvement areas will be required to be located within a public easement on the property or dedicated to the City upon completion of the improvements. These required improvements are included in the conditions of approval.



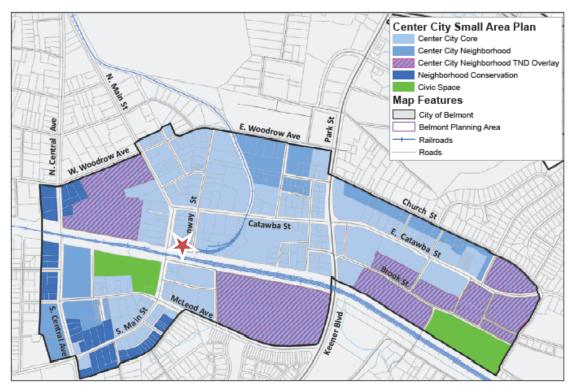
Parking: Section 9.2.1 of the LDC provides regulations based on use and location for parking. The parking ratio for retail commercial is one space per 250 sq. ft. in area. Based on the proposed building of 5900 sq. ft., 26 parking spaces would be required. The ordinance provides the opportunity for parking compliance when public lots are located within 300 ft. of the primary building entrances. There are public lots (Main St. and Glenway St.) located within 300 ft. of both the existing building entrance and the proposed building entrances. Thus the project is in compliance with the LDC.

Stormwater: The applicant will be required to comply with city stormwater design requirements which will be verified during the construction plan review.

Traffic: The applicant filed this application prior to the adoption of Chapter 16- Traffic Impact Analysis section of the Land Development Code (LDC) and therefore compliance is not required. Staff ran the trip generation calculations based on the proposed project and the associated trips just reached the threshold for total trips in a 24-hr period.

Architecture: The proposed building borrows architectural characteristics of the existing historic train depot (Attachment C). Based on the rendering the architecture complies with Section 4.5(2) of the LDC. Building materials proposed are also in compliance with the LDC.

Comprehensive land use plan: The subject property is located within the Center City Small Area Plan of the adopted Comprehensive Land Use Plan (CLUP) and is coded as center city core. Land uses envisioned for this district include: retail, commercial, office, civic, institutional, residential use, as well as parks. Along commercial streets all ground floor uses should be non-residential. The request does not propose a change in the base NC-C zoning district merely the approval of the commercial site plan classifying the request as a conditional zoning district. Staff is of the opinion the request is consistent with the adopted CLUP because it proposes uses consistent with the vision of the Center City Small Area Plan. It is also a reasonable request in the public interest because it supports economic development opportunities in our downtown area and good and services for our residents.



MAP 5-2 CENTER CITY SMALL AREA PLAN

Neighborhood Meeting: The applicant's team held the required community meeting on February 7, 2018, at the historic train depot. Only one member of the public attended as well as the applicant's team. No concerns were raised only questions about the development which is reflected in the minutes found in attachment B.

Staff Recommendation: Staff recommends this board transmit a recommendation to approve as conditioned, to the City Council. Proposed conditions:

- 1. The proposed development shall be in compliance with requirements of the Belmont Land Development Code (LDC) and Code of Ordinances with the added relief of:
 - Reduction of the required rear-yard setback to a minimum of 5feet from the north property line.
- 2. Street infrastructure improvements shall include: Street trees located in tree wells with tree grates, street lights, curbing, and 8-foot-wide sidewalks along Glenway St. A public easement is required for this area or said area shall be dedicated to the City for public use upon completion of the improvements.
- 3. The applicant shall comply with all requirements necessary to connect to the municipal utility water and sewer system to service the project, including the installation of lines or system improvements and acquisition or dedication of any required easements. Sewer impact fees and water/sewer system development fees will be required prior to construction.
- 4. Architecture and building materials shall comply with Section 4.5 of the LDC.
- 5. A Certificate of Appropriateness is required from Gaston County Historic Commission prior to the issuance of a zoning permit for construction.
- 6. The conditional zoning schematic plan approval is valid for a period of 12 months.

Attachment A - Application

Attachment B – Neighborhood Meeting Information

Attachment C – Architectural Renderings & Site Plan

Attachment D – Statement of Consistency



CITY OF BELMONT Application for Zoning Map Amendment (Rezoning)

| Date Filed | 10/03 /2016 | | To be completed by City of Belmont |
|-----------------------------------|-------------|---|------------------------------------|
| | 10,00,2010 | | Application Number ZA-2014 . 05 |
| To be completed by City of Belmon | nt: | | To be completed by City of Belmont |
| Hearing Date(s) P&Z | / | / | City Council / / |
| | / | / | / / |

To the Planning and Zoning Board and City Council of Belmont, NC:

I (we) the undersigned do hereby respectfully make application and request the Planning and Zoning Board and City Council to amend the zoning map of the City of Belmont:

In support of this application, the following facts are shown:

| Current Zoning (circle one) | R-R | S-R | G-R | NC-R | INF-R | MH-R |
|------------------------------|------|-----|-----|------|-------|------|
| | NC-C | Н-С | R-C | BC-D | IC-D | TN-D |
| | | | | | | |
| Proposed Zoning (circle one) | R-R | S-R | G-R | NC-R | INF-R | MH-R |
| Conditional District? (CD) | NC-C | Н-С | R-C | BC-D | IC-D | TN-D |

| Physical Property Address: 4 North Main St, Be | elmont, NC 28012 | | | |
|--|---|---------------------|--|--|
| Physical Description of Location: East end of lo | ot at corner of North Mai | n St and Glenway St | | |
| Tax Parcel Number: 125871 (PID Number) | | | | |
| Property Owner: Stephen Thomas Pepitone | Property Owner: Stephen Thomas Pepitone | | | |
| Owner's Address: 2547 Shaggy Bark Court | | | | |
| City: Belmont | State: NC | Zip: 28012 | | |
| Phone Number: 704.578.7240 | Email Address: insteppro | operties@gmail.com | | |

| Applicant Name if different than owner: | Applicant Phone Number if different than owner: |
|--|---|
| Applicant Email Address if different than owner: | |

MAP REQUIREMENTS

This application shall be accompanied by two (2) maps drawn to scale. Such maps shall be produced on one of the following sizes: 8 1/2" by 11", 8 1/2" by 14", or 11" by 17". The maps shall contain the following information:

- The subject property plus such property as to show the location of the subject property with reference to the nearest street intersection, railroad, stream or other feature identifiable on the ground.
- All properties which abut the property.
- If the property is in a subdivision of record, a map of such portion of the subdivision that would relate to the subject property to the closest street intersection.
- A written metes and bounds description of the property or properties.
- The present and proposed zoning classification of the lot(s) in question.
- The property identification number(s) of the lot(s) in question as issued by the Gaston County Tax Department.
- Full schematic design/site plan as described in Chapter 16.8 of the Belmont Land Development Code (only if the application is for a conditional district).

MAP AMENDMENT REQUIREMENTS

If a straight rezoning (not a CD) is requested, then please leave the space below blank.

If a Conditional District (CD) is requested, you must list the specific sections of the Land Development Code from which you seek changes. You may list these on a separate sheet of paper.

1. Requirement:

Setbacks: The project proposes mixed use within a "shopfront" building. Setbacks are: front-0; sides-0; rear-20.

Request: Reduce rear setback requirement to 10 feet.

Impact: Typical (marketable) depth for restaurant/retail space is considered a minimum of 50ft. Reducing rear setback will be required in order to achieve a comparable (~48ft) unit depth.

2. Requirement:

Parking: The proposed design offers no on-site parking. Section 9.2(1) states: Uses less than 2,500 square feet are exempt from parking requirements in the D-D & NC-C Districts only. Parking requirements may be satisfied using on-street parking in front of building or public lots within 300-feet of primary building entrances. Parking must be calculated for the entire site which includes the existing retail building. Train depot: 2,317 sq. ft. of commercial – 10 spaces Proposed retail: 5,416 sq. ft. of commercial – 22 spaces Proposed residential: 18 spaces Total: 50 spaces

Request: New units and existing property to be considered exempt from parking requirements as all intended *Uses* will not exceed the 2,500 sq ft threshold. The Train Depot and the new proposed structure on Glenway are separate entities and should be looked at separately. The Depot representing less than 2,500 sq ft in total would qualify for this exemption and each intended Use of the new proposed structure will be less than the 2,500 sq. ft threshold.

Impact: Encroaching on the property in question to accommodate on street parking will prohibitively reduce unit depth (see Impact for Item 1).

3. Requirement:

Sidewalk: A minimum 10- to 12-foot wide sidewalk is preferred in front of shopfront structures; however, a minimum 8-foot wide is required along the street-side fronts. Request: Reduce sidewalk requirement to 6 ft width

Impact: Encroaching on the property in question to accommodate a wider sidewalk will prohibitively reduce unit depth (see Impact for Item 1).

4. Requirement:

Trash enclosures: Adequate trash facilities to service the existing and proposed development is required. The facilities are required to be located within a built enclosure.

Request: Partner with city to develop a more holistic solution which would benefit all neighboring properties/businesses. Explore options for locating a "shared" facility in public gravel lot east of property.

Impact: Requiring onsite trash facilities does not solve the larger problem that exisits and we should strive for a more comprehensive solution.

5. Requirement:

Architecture: The proposed design is excellent and appears to blend within the city's historic district. Building cladding material will be required to be consistent with material found within our historic district.

Request: Consideration for non-masonry materials for exterior finishes.

Impact: Construction cost containment.

The City of Belmont is required to notify all property owners within one hundred (100) feet of the boundary of the property. Those properties immediately across the ROW from the property shall be included in this list. The City will also post the subject property with at least one rezoning sign and will advertise the rezoning request in the local newspaper.

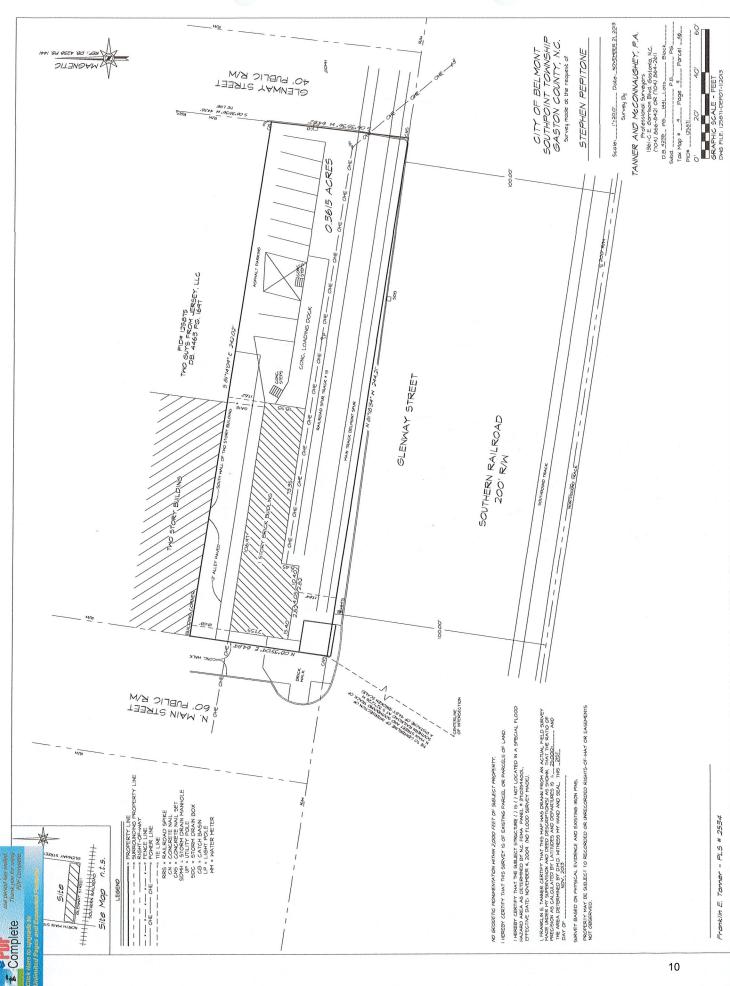


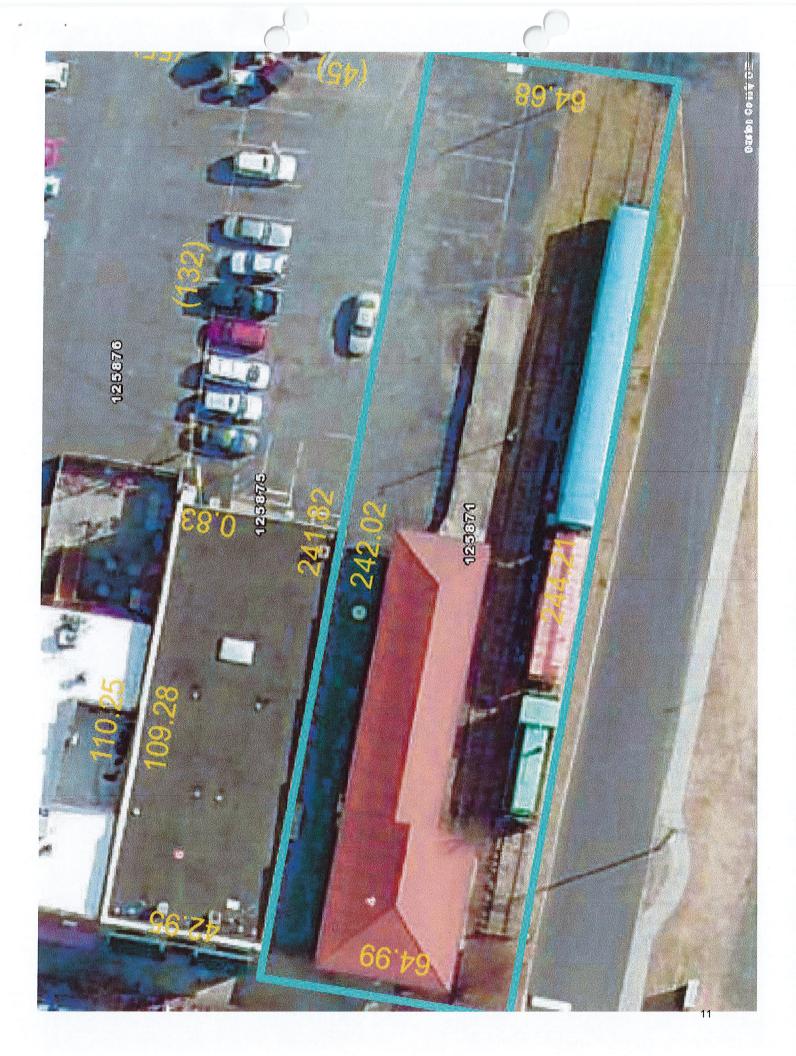
Signature of Property Owner Signature of Applicant, if different than the property owner

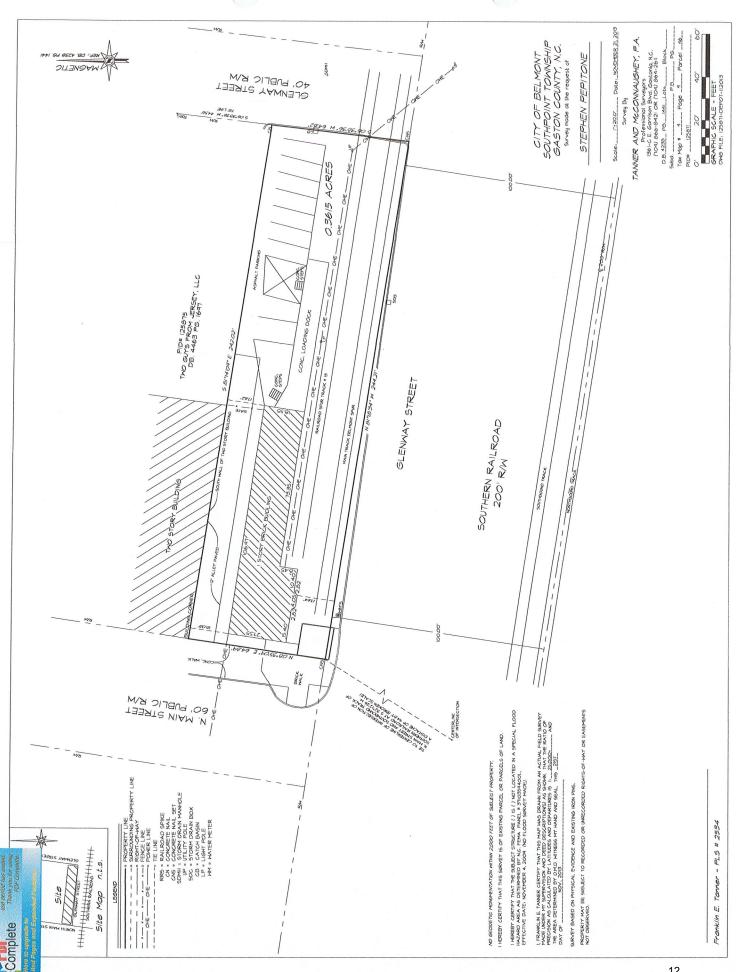
Application Fee (Dept Use Only)

⁻Please note...The applicant is responsible for the costs of all public notices required by state law. The City will be responsible for the dissemination of the advertisements and will arrange to have the bills sent directly to the applicant. Any changes to this policy must be made prior to the submission of the application.

⁻This application must be signed by the property owner or their authorized agent.







January 12, 2018

Shelley DeHart Planning Director City of Belmont 115 N. Main Street Belmont, NC 28012

RE: Conditional Zoning Application

Shelley:

Please find attached our application for zoning relief in support of our project to develop the portion of land adjacent to The Depot (4 N Main Street). In an effort to meet the growing demand for commercial space in the downtown district, we intend to develop this adjacent property into approximately 6000 square feet of commercial/retail space. We feel our current plan and design represent a product that both compliments the historic significance of the site as well as supports a sound financial model. In order to successfully bring this product to market, we are asking for relief in two key areas outlined in our zoning application; specifically related to rear lot setbacks and sidewalk requirements.

We continue to remain optimistic about this project and are appreciative of the support the city has offered to date. We intend to pursue this aggressively in hopes of meeting the February 15th Planning & Zoning Board meeting followed by the March 5th City Council meeting for final approval. We realize this is a very tight schedule. Please refer to the high-level milestones that we are targeting below:

| Zoning Application Submitted | 01/12/2018 |
|--|------------|
| City Initial Review Complete (14 days) | 01/12/2018 |
| Community Meeting Notice Sent (10 days prior to meeting) | 01/20/2018 |
| Community Meeting Held | 02/07/2018 |
| Community Meeting Report Submitted (7 days prior to meeting) | 02/07/2018 |
| Planning and Zoning Board Meeting | 02/08/2018 |
| City Council Meeting | |
| | 03/05/2018 |

Following the city's anticipated approval of our application on March 5th, we intend to immediately proceed with detailed design, contractor selection, permitting, etc. carrying us through the spring and optimistically having us breaking ground Summer 2018.

Please call (704.578.7240) or email (admin@southmaincycles.com) with any questions or concerns about this submittal.

Regards,

Steve Pepitone

Enclosure:

Zoning Application

Metes and Bounds Description of Property

Section 4.5 of Belmont Land Development Code

Section 8.2 of Belmont Land Development Code

Elevation Rendering (2 copies)

Site Schematic (2 copies)

Property Survey (2 copies)

CITY OF BELMONT Application for Zoning Map Amendment (Rezoning)

| Date Filed Risub: 01/12/2018 Original application 10/3/16 | To be completed by City of Belmont Application Number ZA-2016.05 |
|--|--|
| To be completed by City of Belmont: Hearing Date(s) P&Z / / | To be completed by City of Belmont City Council / / / / |

To the Planning and Zoning Board and City Council of Belmont, NC:

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| THE SUPPLIES THE | | O | | | | |
|---|------|-----|-----|------|-------|------|
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| (Circle one) | NG-G | H-C | R-C | BC-D | IC-D | TN-D |
| | | - | | | | |
| Proposed Zoning | R-R | S-R | G-R | NC-R | INF-R | MH-R |
| (circle one) Conditional District? (CD) | NG-G | H-C | R-C | BC-D | IC-D | TN-D |

| Physical Property Address: 4 North Main St, Belmont, NC 28012 | | | | |
|---|------------------------|---------------------|--|--|
| Physical Description of Location: East end of lot at corner of North Main St and Glenway St | | | | |
| Tax Parcel Number: 125871 (PID Number) | | | | |
| Property Owner: Stephen Thomas Pepitone | | | | |
| Owner's Address: 2547 Shaggy Bark Court | | | | |
| City: Belmont | State: NC | Zip: 28012 | | |
| Phone Number: 704.578.7240 | Email Address: admin@s | southmaincycles.com | | |

| Applicant Name if different than owner: | Applicant Phone Number if different than owner: |
|--|---|
| Applicant Email Address if different than owner: | |

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- The property identification number(s) of the lot(s) in question as issued by the Gaston County Tax Department.
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If a Conditional District (CD) is requested, you must list the specific sections of the Land Development Code from which you seek changes. You may list these on a separate sheet of paper.

1. Requirement: 4.5.1: Shopfront Building: Lot Requirements

Variance Request: Reduce rear setback requirement to 5 feet.

Impact: Reducing rear setback to 5 feet provides for adequate frontage to accommodate an 8 foot sidewalk while also preserving minimum 50 foot depth of structure required in order to deliver widely marketable restaurant/retail space and also insure the financial viability of the project.

2. Requirement: 8.2.3: Streets and Greenways: Street Engineering and Design Specification: Sidewalks

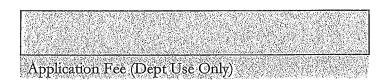
Request: Reduce Sidewalk width on east side of structure from required minimum of 8 feet to 5 feet.

Impact: There is currently no sidewalk on the east front of the property. Adding a 5 foot sidewalk on the east end of the structure will provide adequate access to patrons approaching from the public parking lot directly across Glenway St while also allowing for additional building square footage to also insure the financial viability of the project.

The City of Belmont is required to notify all property owners within one hundred (100) feet of the boundary of the property. Those properties immediately across the ROW from the property shall be included in this list. The City will also post the subject property with at least one rezoning sign and will advertise the rezoning request in the local newspaper.



Signature of Property Owner Signature of Applicant, if different than the property owner



-Please note...The applicant is responsible for the costs of all public notices required by state law. The City will be responsible for the dissemination of the advertisements and will arrange to have the bills sent directly to the applicant. Any changes to this policy must be made prior to the submission of the application.

-This application must be signed by the property owner or their authorized agent.

Metes and Bounds Description 4 N Main Street Belmont, NC 28012

BEGINNING at a concrete nail set in the easterly right of way of North Main Street at its intersection with the northerly right of way of the Southern Railroad, said Point of Beginning being located North 52-12-26 East 94.87 feet from the centerline of the intersection of North Main Street and the southbound track of Southern Railroad, and running thence from said Point of Beginning. North 08-35-09 East 64.89 feet to the corner of a building; thence with the south wall of a two story building conveyed to Two Guys From Jersey, LLC by deed recorded in Book 4463 at Page 1697, South 81-14-09 East 242.02 feet to a concrete nail located at the western margin of the right of way of Glenway Street; thence with the western margin of Glenway Street, South 06-38-36 West 64.62 feet to a concrete nail set on the northern margin of the Southern Railroad right of way; thence with the northern margin of said railroad right of way, North 81-18-34 West 224.21 feet to the Point of Beginning, containing 0.3615 acres as shown on that survey of Franklin E Tanner dated November 21, 2013.

NORTH MAIN STATION

Community Meeting Forum Report

February 7, 2018 6:30PM

The community meeting forum in support of conditional rezoning request ZA2016.05 for Parcel ID 125871 was held at STATION located at 4 North Main Street Belmont, NC 28012 on February 7, 2018 at 6:30PM. The applicant Stephen Pepitone and his partner Talia Simons arrived at the venue at 6:05PM to setup and prepare for the meeting.

At 6:40PM the first and only attendee arrived. Plans were shared in detail and received positively by the attendee. Questions were raised regarding the size and number of units that would be available for lease. Questions were also raised regarding any currently identified tenants. The attendee congratulated the applicants, wished them well, and departed at approximately 6:50PM.

The applicants remained at the venue until approximately 7:10PM at which point the decision was made to adjourn the meeting.

Please find attached following:

Stephen Pepitone

| Trease find detaction following. |
|--|
| Letter of Invitation for Community Forum Meeting |
| List of adjacent property owners notified |
| Community Forum Meeting Sign-In Sheet |
| |
| Should you have any questions regarding this report please contact Stephen Pepitone at 704.578.7240. |
| |
| Regards, |
| |
| |

INSTEP Properties, LLC 2547 Shaggy Bark Court Belmont, NC 28012

January 27, 2018

Dear Adjacent Land Owner,

We cordially invite you to attend a community meeting to learn more about a proposed rezoning in support of a property development project located at the corner of North Main St and Glenway St in downtown Belmont. This community meeting will be help on February 7th, at 6:30PM at STATION located at 4 North Main St Belmont, NC 28012.

Detailed plans for the proposed development project will be shown, and you will have the opportunity to review the plans, ask questions, and provide feedback.

We look forward to your attendance and participation in this community meeting. If you have any questions prior to the meeting, please direct them to Steve Pepitone 704.578.7240 or INSTEPProperties@gmail.com.

Regards,

Steve Pepitone INSTEP Properties, LLC

| Bldg Address | Owner | Address | City | State | Zip |
|-----------------|--------------------------------|-----------------------------------|-------------|-------|-------|
| 6 N Main | LCM HOLDINGS LLC | 5204 BROOKSTONE CT | Belmont | NC | 28012 |
| 16 N Main St | TRAPPY LLC | 6225 CARMEL RD | Charlotte | NC | 28226 |
| 24 N Main St | JOHN P GRAHAM | 25 GLENWAY ST | Belmont | NC | 28012 |
| 26 N Main St | LCM HOLDINGS LLC | 5204 BROOKSTONE CT | Belmont | NC | 28012 |
| 37 N Main St | City of Belmont | PO Box 431 | Belmont | NC | 28012 |
| 25 N Main St | GULLICK TAYLOR INVESTMENT CO | 151 MCLEOD AVE | Belmont | NC | 28012 |
| 13 N Main St | ELEGANT CHAOS LLC | 1328 CHADSFORD PLACE | Charlotte | NC | 28211 |
| 7 N Main St | FIRST CITIZENS BANK & TRUST TR | 620 GREEN VALLEY RD | Greensboro | NC | 27408 |
| 40 Glenway St | NC DEPT OF TRANSPORTATION | R/W DEPT | Shelby | NC | 28150 |
| E Catawba St | 111 INVESTMENTS LLC | 215 N MAIN ST | Belmont | NC | 28012 |
| 32 E Catawba St | ALLIANCE REAL ESTATE III INC | 2929 ALLEN PKWY FL 20 | Houston | X | 77019 |
| 7 S Main St | VINCENT HERBERT HILL | 14550 HARBOR ESTATES RD Charlotte | D Charlotte | NC | 28278 |
| 15 S Main St | WILSON BRADLEY INVESTMENTS INC | PO Box 1615 | Belmont | NC | 28012 |
| 23 S Main St | LCM HOLDINGS LLC | 5204 BROOKSTONE CT | Belmont | NC | 28012 |
| Airline St | BELINDA N HIGGINBOTHAN | 121 COUNTRY LN | Belmont | NC | 28012 |
| 6 Airline St | BELINDA N HIGGINBOTHAN | 121 COUNTRY LN | Belmont | NC | 28012 |
| 10 Airline St | DIVERSIFIED SPECIALTIES INC | PO BOX 1003 | Belmont | NC | 28012 |

Community Meeting Forum - Visitor Sign In

4 North Main St 2/7/2018

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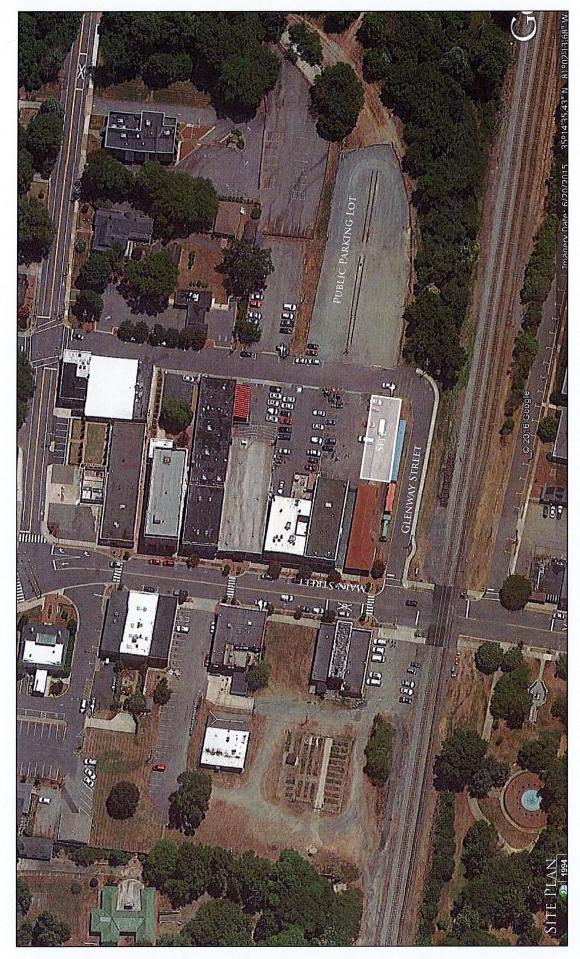
MORTH MAIN STATION

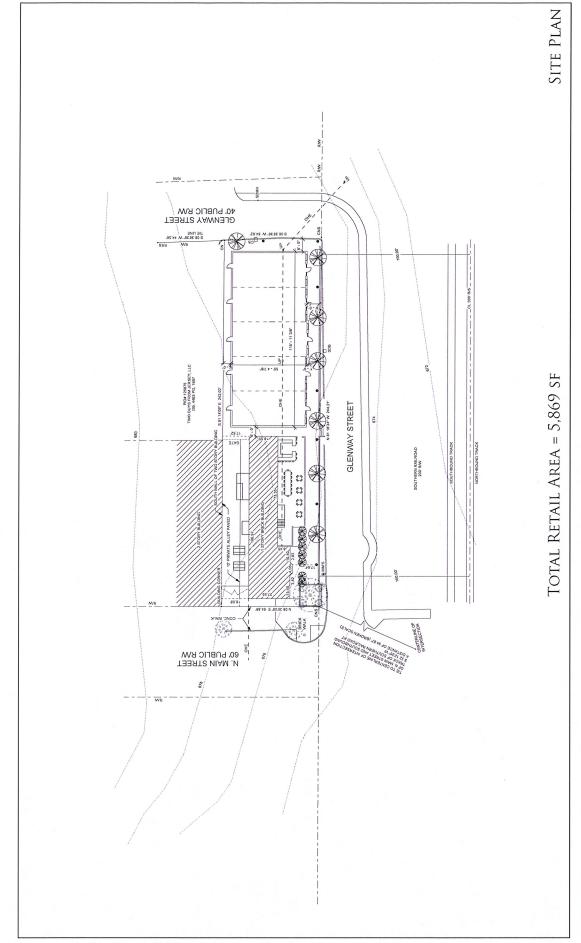
FEBRUARY 15, 2018 CITY OF BELMONT PLANNING BOARD MEETING

CREECH & ASSOCIATES

NORTH MAIN STATION





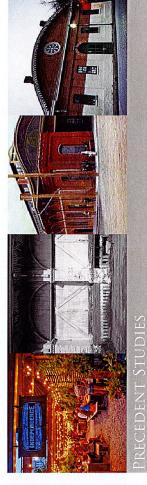


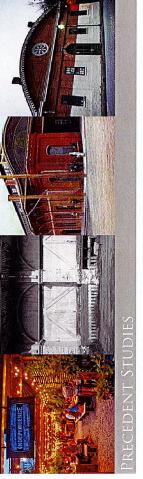






STREET ELEVATION - FRONT









City of Belmont

P. O. Box 431 Belmont, NC 28012 704 825 5586

Fax: 704 825 0514

Statement of consistency

In considering the zoning map amendment of the Land Development Code request associated with petition ZA 2016.05, North Main Station Conditional District, the Belmont planning board finds this petition to be a reasonable request and in the public interest and consistent with the Comprehensive Plan; it further implements the vision for the Center City Small Area Plan, promoting economic development opportunities in our downtown providing goods and services for our residents.

| This finding is supported by a2018 meeting. | vote by the Belmont planning board during its 15 February |
|---|---|
| | |
| Chair | Date |