



CITY OF BELMONT PLANNING & ZONING

CONDITIONAL REZONING APPLICATION SUPPLEMENT

Required Community Meeting Before Public Meetings.

- Before a public meeting may be held by the Belmont Planning and Zoning Board on a petition for a conditional zoning district, the petitioner must provide a written report of at least one community meeting held by the petitioner. This report must be filed with the Planning Department a minimum of ten days prior to the Planning Board public meeting date to allow time to review the required information. If the report is not filed with the Planning Department then the rezoning public meeting on the specific petition will be postponed until the following Planning and Zoning Board meeting.
- Notice of such a meeting shall be given to the property owners and organizations entitled to notice as determined by City policy (policy requires that notification include property owners within 200 feet excluding roadways and neighborhood organizations (HOAs) within 500 feet of the project site). The applicant is responsible for mailing the community meeting notice 10-days prior to the scheduled meeting including a copy of the notice to the Planning & Zoning Department.
- The report shall include, at a minimum:
 - A listing of those persons and organizations contacted about the meeting and the manner and date of contact.
 - The date, time and location of the meeting.
 - A roster of persons in attendance at the meeting.
 - A summary of issues discussed at the meeting.
 - A description of any changes to the rezoning petition made by the petitioner as a result of the meeting.
- In the event the petitioner has not held at least one meeting pursuant to this subsection, the petitioner shall file a report documenting efforts that were made to arrange such a meeting and stating the reasons such a meeting was not held.
- The adequacy of a meeting held or report filed pursuant to this section shall be considered by the City Council but shall not be subject to judicial review.

