

# REZONING APPLICATION SUPPLEMENT

## Required Community Meeting Before Public Hearing.

- Before a public hearing may be held on a petition for a conditional zoning district, the petitioner must file in the Office of the City Clerk a written report of at least one community meeting held by the petitioner. This report must also be filed with the Charlotte/Mecklenburg Planning Commission Staff a minimum of ten days prior to the public hearing date to allow time to review the required information. If the report is not filed with the Charlotte/Mecklenburg Planning Commission Staff the rezoning public hearing, on the specific petition will be postponed for 30 day.
- 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 300 feet excluding roadways and neighborhood organizations within one mile of the request).
- 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.

## COMMUNITY MEETING FORM

Date of original contact: \_\_\_\_\_

Persons and Organizations contacted with date and explanation of how contacted:

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Date, time and location of meeting. \_\_\_\_\_

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Persons in attendance at meeting: (Include a copy of the sign in sheet).

Summary of issues discussed and changes made to the petition as a result of the meeting:

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**Note that in the event the petitioner has not held at least one meeting as required, the petitioner must file a report documenting efforts that were made to arrange such a meeting and stating the reasons such a meeting was not held.**