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TOWN OF MATTHEWS



2008 REZONING PROCESS AND SCHEDULE

Applications for rezoning are filed with the Planning Department. Upon receipt of the complete application and filing fee, rezoning signs will be posted on the property and a legal ad will be placed in the newspaper prior to the public hearing.

The applicant is responsible for mailing notification of the proposed change to the property owners of lots immediately adjacent to the side and rear of the affected area as well as those directly across the street.

Public hearings are held the 2nd Monday of each month at 7:00 pm at Town Hall. Anyone wishing to speak in favor or in opposition to the request may do so at this time.

Petitions may be withdrawn at any time 15 days prior to the hearing date. After that time, requests to withdraw must be submitted to the Planning Department and the Town Board will decide if the withdrawal will be allowed at the time of the meeting.

Once a petition is denied, it cannot be resubmitted within one year from the date of the action on the original request.

The Planning Board meets the 4th Tuesday of each month at 7:00 pm at Town Hall to review requests heard at the Public Hearing.

The Town Board may approve, deny, or defer the request at their meeting on the 2nd Monday of the following month.

Petitions may be submitted at any time. A petition will be accepted for formal review by the Matthews Board of Commissioners only after town staff has determined it is complete. The Planning office will schedule deadline dates for review purposes, and will verify the submissions for accuracy and completeness prior to acceptance by Matthews Town Board. Public hearing dates will be set by the Matthews Board of Commissioners at least twenty-five (25) days prior to the hearing date, and as further outlined:

A) Matthews Town Board will generally accept zoning petition applications at their first regular meeting of each month. Petitions requesting an initial conditional zoning designation, whether a parallel conditional district or a specific conditional category, will generally be scheduled for public hearing two months after submission. All other petitions, including those requesting a change in zoning category without conditions, a minor revision to an existing conditional zoning designation, or a text amendment, will be sent to the Board of Commissioners with a Planning office recommendation on a public hearing date one or two months away, depending on the complexity of issues involved and the need for communication with other governmental agencies and/or professional/technical assistance.

B) Public hearing dates may follow an alternate schedule in years with a municipal general election. No public hearings for these requests shall be held between October 1 and the day after the date the new Board holds its organizational meeting (generally the Tuesday after the second Monday in December) unless no valid protest petition is filed. If a conditional zoning request is scheduled for a public hearing during this time frame, and a valid protest petition is submitted, then that public hearing shall be postponed until a date after the newly constituted Board of Commissioners is seated. For this reason, Town Board may elect to defer setting public hearing dates for conditional zoning petitions in the autumn of local election years until the second Monday in January.

2008 Rezoning Schedule

Filing Deadline	Set Date For Public Hearing	Mail Notice Postmarked before**	Protest Petition*** (Where Applicable)	Public Hearing	Planning Board	Town Decision
January 4	January 14	January 26 Or February 23	Feb. 6 Or March 5	Feb. 11 Or Mar. 10	February 26 Or March 25	March 10 Or April 14
February 1	February 11	February 23 Or March 29	March 5 Or April 9	Mar. 10 Or April 14	March 25 Or April 22	April 14 Or May 12
February 29	March 10	March 29 Or April 26	April 9 Or May 7	April 14 Or May 12	April 22 Or May 27	May 12 Or June 9
April 4	April 14	April 26 Or May 24	May 7 Or June 4	May 12 Or June 9	May 27 Or June 24	June 9 Or July 14
May 2	May 12	May 24 Or June 28	June 4 Or July 9	June 9 Or July 14	June 24 Or July 22	July 14 Or August 11
May 30	June 9	June 28 Or July 26	July 9 Or August 6	July 14 Or August 11	July 22 Or August 26	Aug. 11 Or Sept. 8
July 3	July 14	July 26 Or August 23	August 6 Or Sept. 3	Aug. 11 Or Sept. 8	August 26 Or September 23	Sept. 8 Or Oct. 13
August 1	August 11	August 23 Or Sept. 27	Sept. 3 Or Oct. 8	Sept. 8 Or October 13	September 23 Or October 28	Oct. 13 Or Nov. 10
August 29	September 8	September 27 Or Oct. 25	Oct. 8 Or Nov. 5	Oct. 13 Or November 10	October 28 Or November 25	Nov. 10 Or Dec. 8
October 3	October 13	October 25 Or Nov. 22	Nov. 5 Or Dec. 3	Nov. 10 Or Dec. 8	November 25 Or December 23*	Dec. 8 Or Jan. 12, '09
October 31	November 10	November 22 Or Dec. 27	Dec. 3 Or Jan. 7, '09	Dec. 8 Or Jan. 12, '09	December 23* Or January 27, '09	Jan. 12, '09 Or Feb. 9, '09
November 28	December 8	Dec. 27 Or Jan. 24, '09	Jan. 7, '09 Or Feb. 4, '09	Jan. 12, '09 Or Feb. 9, '09	January 27, '09 Or February 24, '09	Feb. 9, '09 Or Mar. 9, '09
January 2, '09	January 12, '09	Jan. 24, '09 Or Feb. 21, '09	Feb. 4, '09 Or Mar. 4, '09	Feb. 9, '09 Or Mar. 9, '09	February 24, '09 Or March 24, '09	Mar. 9, '09 Or Apr. 13, '09
January 30, '09	February 9, '09	Feb. 21, '09 Or Mar. 28, '09	Mar. 4, '09 Or Apr. 8, '09	Mar. 9, '09 Or Apr. 13, '09	March 24, '09 Or April 28, '09	Apr. 13, '09 Or May 11, '09
		** 14 Days before Public Hearing	*** 2 Working days before Public Hearing (Wednesday)		*Date Subject to Change Due to Holiday	

For most text amendments and changes to previously approved conditions in a conditional district

All dates are subject to change.

For requests that will change the zoning classification on one or more parcels of land