

**Planning Department**  
(704) 847-4411 *phone*  
(704) 845-1964 *fax*

**Jay Camp, AICP**  
**Planning Director**  
jcamp@matthewsnc.gov  
704-708-1226

**Mary Jo Gollnitz CZO,**  
**Senior Planner /Zoning**  
**Administrator**  
mjgollnitz@matthewsnc.gov  
704-708-1229

**Darin Hallman, Planner/GIS**  
dhallman@matthewsnc.gov  
704-708-1236

**Shana Robertson**  
**Senior Administrative Support/**  
**Deputy Town Clerk**  
srobertson@matthewsnc.gov  
704-708-1235

**Carlo McKoy, Code Enforcement**  
cmckoy@matthewsnc.gov  
704-708-1232

232 Matthews Station Street  
Matthews, NC 28105

**www.matthewsnc.gov**

# TOWN OF MATTHEWS



## 2020 REZONING PROCESS AND SCHEDULE

Applications for a change in zoning may be submitted at any time after presubmission meeting with Planning Staff. An application will be accepted for formal review by the Matthews Board of Commissioners only after 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. 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 shall supply to the Planning & Development Department addressed envelopes which have a paper copy of the completed application enclosed for each property owner of lots immediately adjacent to the side and rear of the affected area, those directly across the street, and any other lots within a 100 foot buffer around the subject site.

Public hearings are held the 2<sup>nd</sup> Monday of each month at 7:00 pm at Town Hall. The applicant is required to be present at the hearing. Anyone wishing to speak in favor or in opposition to the request may do so at this time. Town Board may continue a public hearing to the next month to get answers to questions that may arise during the initial session.

Applications may be withdrawn up to 15 days prior to the hearing date. After that time, Town Board will consider any written request to decide if the withdrawal will be allowed.

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

The Planning Board meets the 4<sup>th</sup> 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 2<sup>nd</sup> Monday of the following month.

### Consistency and Reasonableness

When the Matthews Planning Board reviews a zoning request and makes their recommendation to go to Town Board, they must also issue a Statement on Consistency to adopted plans. This is to conform to state statute provisions that the Town will review its adopted land use and development policies prior to acting on any zoning text or district change. The Planning Board can make a determination that a zoning application **"IS CONSISTENT"**, **"IS NOT BUT COULD BE CONSISTENT"**, or **"IS NOT CONSISTENT"** with the policies for development as outlined by the Matthews Land Use Plan, and/or Town's long-range Vision Statements, and/or other adopted policies/plans. They can determine the request is consistent or not consistent, and then recommend approval or denial.

Similarly, when the Town Board is ready to take final action on a zoning request, they must make a determination about the application's consistency to their adopted land use plans, and then also state an explanation as to the request's reasonableness. The Town Board has the same choices to say the request **"IS CONSISTENT"**, **"IS NOT BUT COULD BE CONSISTENT"**, or **"IS NOT CONSISTENT"** with adopted plans and policies for growth and development. The second statement can begin **"The request zoning action "IS REASONABLE" or "IS NOT REASONABLE" and in the public interest because \_\_\_\_\_"**. The explanation should be appropriate to the site or the text under review by the application.

Both Boards have the right to state a request **IS INCONSISTENT** and still eligible for approval, or that the request **IS CONSISTENT** with adopted plans but still vote to deny the request. The state statute's intent here is to be sure the Town considers each zoning request through their adopted policies and plans prior to declaring a final decision.

# 2020 Rezoning Schedule

Filing Deadline*	Set Date for Public Hearing	Mail Notice Postmarked**	Public Hearing***	Planning Board	Town Decision
January 1, 2020	January 13, 2020	January 27, 2020 or February 24, 2020	February 10, 2020 or March 9, 2020	February 25, 2020 or March 24, 2020	March 9, 2020 or April 13, 2020
January 29, 2020	February 10, 2020	February 24, 2020 or March 30, 2020	March 9, 2020 or April 13, 2020	March 24, 2020 or April 28, 2020	April 13, 2020 or May 11, 2020
February 26, 2020	March 9, 2020	March 30, 2020 or April 27, 2020	April 13, 2020 or May 11, 2020	April 28, 2020 or May 26, 2020†	May 11, 2020 or June 8, 2020
April 1, 2020	April 13, 2020	April 27, 2020 or May 25, 2020	May 11, 2020 or June 8, 2020	May 26, 2020† or June 23, 2020	June 8, 2020 or July 13, 2020
April 29, 2020	May 11, 2020	May 25, 2020 or June 29, 2020	June 8, 2020 or July 13, 2020	June 23, 2020 or July 28, 2020	July 13, 2020 or August 10, 2020
May 27, 2020	June 8, 2020	June 29, 2020 or July 27, 2020	July 13, 2020 or August 10, 2020	July 28, 2020 or August 25, 2020	August 10, 2020 or September 14, 2020
July 1, 2020	July 13, 2020	July 27, 2020 or August 31, 2020	August 10, 2020 or September 14, 2020	August 25, 2020 or September 22, 2020	September 14, 2020 or October 12, 2020
July 29, 2020	August 10, 2020	August 31, 2020 or September 28, 2020	September 14, 2020 or October 12, 2020	September 22, 2020 or October 27, 2020	October 12, 2020 or November 9, 2020
September 2, 2020	September 14, 2020	September 28, 2020 or October 26, 2020	October 12, 2020 or November 9, 2020	October 27, 2020 or November 24, 2020	November 9, 2020 or December 14, 2020
September 30, 2020	October 12, 2020	October 26, 2020 or November 30, 2020	November 9, 2020 or December 14, 2020	November 24, 2020 or December 22, 2020†	December 14, 2020 or January 11, 2021
October 28, 2020	November 9, 2020	November 30, 2020 or December 28, 2020	December 14, 2020 or January 11, 2021	December 22, 2020† or January 26, 2021	January 11, 2021 or February 8, 2021
December 2, 2020	December 14, 2020	December 28, 2020 or January 25, 2021	January 11, 2021 or February 8, 2021	January 26, 2021 or February 23, 2021	February 8, 2021 or March 8, 2021
December 30, 2020	January 11, 2021	January 25, 2021 or February 22, 2021	February 8, 2021 or March 8, 2021	February 23, 2021 or March 23, 2021	March 8, 2021 or April 12, 2021

\*12 calendar days prior to acceptance

\*\*at least 14 calendar days prior to Public Hearing

\*\*\*Public Hearing subject to continuation in following month to allow time for revisions to proposal

†Date subject to change due to holiday

**DATES in Black:**  
for most text amendments and changes to previously approved conditions in a conditional district

**DATES in RED:**  
for requests that will change the zoning classification on one or more parcels of land

**ALL DATES SUBJECT TO CHANGE**

Please check the town's website regularly for updates: [www.matthewsnc.gov](http://www.matthewsnc.gov)