

2010 CONVENTIONAL REZONING AND CONDITIONAL ZONING REVIEW SCHEDULE

(1) Pre-application meeting <i>encouraged</i> with Planner	(2) Initial Submittal Date <i>No later than 5 p.m.</i>	(3) Staff Reviews Application Staff report prepared for Planning Board	(4) Published notice posted to Town's Website Planning Board & Town Council Meetings	(5) Written Notifications Mailed Planning Board & Town Council Meetings	(6) Staff Report sent to applicant (Planning Board agendas delivered)	(7) Town Council to set Public Hearing	(8) Planning Board Meeting 1 st Public Hearing	(9) Staff report prepared for Town Council	(10) Protest Petition due to Town Clerk by 5:00 p.m.	(11) Final Signed Conditions due to Planning Department <i>No later than 5 p.m.</i>	(12) Town Council Meeting 2 nd Public Hearing
See #1 below	Jan 4	Jan 4 - Feb 1	Jan 25 – Feb 16	Jan 25	Feb 1	Feb 2	Feb 8	Feb 9	Feb 11	Feb 11	Feb 16
See #1 below	Feb 1	Feb 1 - Mar 1	Feb 22 – Mar 16	Feb 22	Mar 1	Mar 2	Mar 8	Mar 9	Mar 11	Mar 11	Mar 16
See #1 below	Mar 1	Mar 1 - Apr 5	Mar 29 – Apr 20	Mar 29	Apr 5	Apr 6	Apr 12	Apr 13	Apr 15	Apr 15	Apr 20
See #1 below	Apr 5	Apr 5 - May 3	Apr 26 – May 18	Apr 26	May 3	May 4	May 10	May 11	May 13	May 13	May 18
See #1 below	May 3	May 3 - Jun 7	May 28* – Jun 15*	May 28	Jun 7	Jun 1	Jun 14	Jun 8	Jun 10	Jun 10	Jun 15
See #1 below	Jun 7	Jun 7 - Jul 6*	Jun 28 – Jul 20	Jun 28	Jul 6*	Jul 6	Jul 12	Jul 13	Jul 16	Jul 16	Jul 20
See #1 below	Jul 6*	Jul 6* - Aug 2	Jul 26 – Aug 17 *	Jul 26	Aug 2	Aug 3	Aug 9	Aug 10	Aug 12	Aug 12	Aug 17
See #1 below	Aug 2	Aug 2 - Sep 7*	Aug 30 – Sep 21	Aug 30	Sep 7*	Sep 7	Sep 13	Sep 14	Sep 16	Sep 16	Sep 21
See #1 below	Sep 7*	Sep 7* - Oct 4	Sep 27 – Oct 19	Sep 27	Oct 4	Oct 5	Oct 11	Oct 12	Oct 14	Oct 14	Oct 19
See #1 below	Oct 4	Oct 4 – Nov 1	Oct 25 – Nov 16*	Oct 25	Nov 1	Nov 2	Nov 8	Nov 9	Nov 10*	Nov 10*	Nov 16
See #1 below	Nov 1	Nov 1 - Dec 6	Nov 29 – Dec 21	Nov 29	Dec 6	Dec 7	Dec 13	Dec 14	Dec 16	Dec 16	Dec 21
See #1 below	Dec 1*	Dec 1* - Jan 3	Dec 28* – Jan 18	Dec 28	Jan 3	Jan 4	Jan 10	Jan 11	Jan 13	Jan 13	Jan 18

** Dates changed due to holidays/scheduling.*

NOTE: If this rezoning petition is for a TND, PUD, or MEC, please refer to the PD Plan Schedule.

- (1) Applicant is **encouraged** to meet with a Planner (pre-application meeting) to discuss rezoning or conditional zoning petition.
- (2) Applicant submits petition as indicated in the attached instructions by 5:00 p.m. on the date indicated above.
- (3) Staff reviews petition for completeness, writes staff report. Incomplete applications are returned to applicant.
- (4) Staff prepares and posts legal advertisement to the Town's website for the Planning Board and Town Council public hearings.
- (5) Planning staff prepares and mails via 1st class mail, written notifications to all property owners within 300 feet of the subject site.
- (6) Staff report forwarded to applicant via e-mail or fax.
- (7) Town Council to set public hearing for the next meeting date.
- (8) The Planning Board reviews petition and makes a recommendation to the Town Council.
- (9) Staff prepares staff report for Town Council meeting with the Planning Board's recommendation.
- (10) Protest Petition due to Town Clerk by 5:00 p.m. on the dated indicated above.
- (11) Final signed conditions due to Planning Department. This is the last day staff can accept revised conditions associated with a conditional zoning case.
- (12) Town Council will consider recommendations from the Planning Board and Planning Department Staff to make a final decision.