

**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING AND ZONING PROCESSING SCHEDULE JAN-DEC 2024**

| Plan/Process/Date/Time | JAN | FEB | MAR | APR | MAY | JUNE | JULY ² | AUG | SEPT | OCT | NOV | DEC |
|--|-------|------|------|------|-------------------|------|-------------------|------|------|-------|-------|-------------------|
| Application Submittal by 12pm Wed. | 12/6 | 1/3 | 2/7 | 3/6 | 4/3 | 5/1 | | 7/3 | 8/7 | 9/4 | 10/2 | 11/6 |
| PH Notice to Newspaper on Fri. | 12/8 | 1/5 | 2/9 | 3/8 | 4/5 | 5/3 | | 7/5 | 8/9 | 9/6 | 10/4 | 11/8 |
| PH Publication of Notice on Tues. | 12/12 | 1/9 | 2/13 | 3/12 | 4/9 | 5/7 | | 7/9 | 8/13 | 9/10 | 10/8 | 11/12 |
| PH Notice Mailed to Property Owners by | 12/13 | 1/17 | 2/14 | 3/13 | 4/10 | 5/15 | | 7/17 | 8/14 | 9/11 | 10/16 | 11/13 |
| Staff Reports to Commission-Wed. | 12/27 | 1/31 | 2/28 | 3/27 | 4/24 | 5/29 | | 7/31 | 8/28 | 9/25 | 10/30 | 11/27 |
| Planning Commission Meetings 7pm Wed. | 1/3 | 2/7 | 3/6 | 4/3 | 5/1 | 6/5 | | 8/7 | 9/4 | 10/2 | 11/6 | 12/4 |
| City Council Meeting 7pm Mon. | 1/22 | 2/26 | 3/25 | 4/22 | 6/10 ¹ | 6/24 | | 8/26 | 9/23 | 10/28 | 11/25 | 1/13 ¹ |

Public Hearing (PH) Items: Zoning, Preliminary Development Plans, Conditional Use, & Special Uses. Public Hearing items require legal descriptions, notification of property owners within 200 ft. by Certified Mail, return receipt, posting of notice & publication of legal notice.

Applicant: All applications containing plan documents shall submit 3 full size sets of plans folded and 1 each 11" x 17" set by noon of deadline. Include a digital version of plans and legal descriptions. Prior to staff reports being sent to the Planning Commission, the applicant must provide 15 full sets of plans folded and 1 each 11" x 17" sets and include a digital version of the plans.

1 - City Council meeting date moved due to holiday

2 - No Planning Commission meeting scheduled due to holiday