



2009 SCHEDULE OF MEETING DATES AND PUBLIC NOTICE REQUIREMENTS

Application Deadlines:

- Once submitted, staff has seven (7) business days to verify an application is complete.
- If an application is complete, staff then has thirty (30) days to schedule the application before the appropriate reviewing body.

BOARD OF ADJUSTMENT												
Meeting Date (2 nd Thursday of the Month)	Jan. 8	Feb. 12	Mar. 12	Apr. 9	May 14	Jun. 11	Jul. 9	Aug. 13	Sep. 10	Oct. 8	Nov. 12	Dec. 10

BOARD OF APPEALS												
Meeting Date (Meets on an as needed basis)												

CITY COUNCIL																								
Meeting Date (1 st & 3 rd Tuesday of the Month except holidays)	Jan.		Feb.		Mar.		Apr.		May		Jun.		Jul.		Aug.		Sep.		Oct.		Nov.		Dec.	
	6	20	3	17	3	17	7	21	5	19	2	16	7	21	4	18	1	15	6	20	3	17	1	15

HISTORIC PRESERVATION COMMISSION (H.P.C.)												
Meeting Date (4 th Thursday of the Month)	Jan. 22	Feb. 26	Mar. 26	Apr. 23	May 28	Jun. 25	Jul. 23	Aug. 27	Sep. 24	Oct. 22	Nov. 19*	Dec. 17*
Notes: * Due to the Holidays, the meeting date has been amended.												

PLANNING COMMISSION												
Meeting Date (4 th Monday of the Month)	Jan. 26	Feb. 23	Mar. 23	Apr. 27	May 26*	Jun. 22	Jul. 27	Aug. 24	Sep. 28	Oct. 26	Nov. 23	Dec. 28
Notes: * Due to the Holidays, the meeting date has been amended.												

Decision-Making Bodies and Public Hearing Requirements for Development Applications

Application Type	Decision-Making Bodies	Public Hearing Required? When?
Interpretation	Administrator or his or her designee	No
Creative Sign	Planning Commission	Yes
Conditional use	Planning Commission	Yes
Variance	Board of Adjustment	Yes
Amendment to Official Zoning Map, text of Code or Planned Development	Planning Commission recommendation to City Council	Yes - for Planning Commission review and for Council ordinance adoption
Major subdivision	Sketch plan – Planning Commission Preliminary plat –Planning Commission Final plat – Planning Commission recommendation to Council	Yes
Minor subdivision	Preliminary plat – Planning Commission Final plat - Council	Yes - for Planning Commission preliminary plat and Council final plat review
Subdivision exemption	Planning Commission chair	No
Vacation of subdivision, right-of-way, or easement	Planning Commission recommendation to Council	Yes – for Planning Commission review and Council ordinance adoption
Appeal of specific orders, decisions or interpretations	Designated body as outlined in Table 16-A	Yes – if appeal is from a decision rendered during a public hearing
Subdivision, right-of-way, easement, vacation	Planning Commission recommendation to Council	Yes - for Planning Commission review and for Council ordinance adoption
Designation of historic district or landmark	HPC recommendation to Council	Yes – for HPC review and Council ordinance adoption
Minor certificate of appropriateness	Staff and two HPC members	No
Major certificate of appropriateness	HPC	Yes – posting of the site only, not by mail or newspaper
Verification of zoning compliance	Administrator or his or her designee	No
Annexation	Planning Commission recommendation to Council	Yes - for Planning Commission review and for Council ordinance adoption
Appeal (Board of Appeals)	Board of Appeals	No