

**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING AND ZONING PROCESSING SCHEDULE JAN-DEC 2025**

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

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 1 full sets of plans folded and 1 each 11" x 17" sets and include a digital version of the plans.

- 1 - Planning Commission meeting date moved due to holiday
- 2 - PC submittal date moved due to holiday
- 3 - City Council meeting date moved due to holiday
- 4 - PC meeting cancelled due to holiday
- 5 - Newspaper notice due date moved due to holiday