

2024 Planning & Zoning Commission Schedule of Important Dates

<u>Submittal Deadline</u>	<u>Withdrawal Deadline</u>	<u>Meeting Date</u>
November 21	November 23	January 9
December 26	January 2	February 13
January 23	January 29	March 12
February 20	February 26	April 9
March 26	April 1	May 14
April 23	April 29	June 11
May 21	May 27	July 9
June 25	July 1	August 13
July 23	July 29	September 10
August 20	August 26	October 8
September 24	September 30	November 12
October 22	October 28	December 10

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November 26	December 2	January 14
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June 24	June 30	August 12
July 22	July 28	September 9
August 26	September 1	October 14
September 23	September 29	November 11
October 21	October 27	December 9

General Information:

1. P&Z will have regular meetings at 7:15 PM on the second Tuesday of each month in Council Chambers at City Hall, 4040 South Berkeley Lake Road. If there is no business to be heard, the chair may cancel the meeting. Notice of cancellation will be posted on the doors of City Hall as well as the city website calendar.
2. Applications to the board shall be submitted to City Hall **by 4:00 PM on the submittal deadline** noted in this schedule.
3. Applications may be withdrawn for a refund of the application fee if the applicant submits a request for withdrawal in writing **by 11:00 AM on the date of the withdrawal deadline** noted on this schedule.
4. At least 30 days prior to the meeting, a public notice shall be advertised in the legal section of the newspaper and at least 15 days prior to the meeting a sign shall be posted on the property. City staff will arrange the advertisement and post the sign.