



MEMO

DATE: October 29, 2018

TO: Planning Commission Members

FROM: Patrick R. Zenner, Development Services Manager

Re: 2020 Planning and Zoning Commission Application Deadlines

Attached please find the 2020 Planning and Zoning Commission Application Deadline Calendar. This year's calendar continues to resemble that modified last year by elimination of explanatory footnotes and an additional application deadline for annexation petitions.

The dates shown in the calendar account for all City observed holidays of which none conflict with the Commission regular meeting days. It should also be noted that the calendar reflects the Commission **WILL NOT** meet on **December 24** due to Christmas Eve.

It is staff's intention to have the 2020 Deadline Calendar posted to the City's website following this evening's work session. If you have questions, please contact me.

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