



## MEMO

**DATE:** October 29, 2021

**TO:** Planning Commission Members

**FROM:** Patrick R. Zenner, Development Services Manager

**Re:** 2022 Planning and Zoning Commission Application Deadlines

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Attached please find the 2022 Planning and Zoning Commission Application Deadline Calendar. This year's calendar continues to resemble the 2021 calendar and will formally implement "Early Project Notification" notices as the replacement to previously held "Public Information Meetings". This change was initially instituted as part of the City's COVID 19 protocols; however, has proven to be an effective way to address public access to case information in advance of applications being presented to the Commission and Council. This change reduces burdens upon staff and other City Hall personnel for meeting that were often generally sparsely attended. Staff will continue to monitor the effectiveness of this change and, if necessary, revert to the former communications method should the need arise.

The dates shown in the calendar account for all City observed holidays. The only regular Commission meeting impacted by those observed holidays is Thanksgiving Day (**November 24**). It should be noted that the calendar reflects the Commission **WILL** meet on **December 22** in advance of the City observance of the Christmas holiday.

It is staff's intention to have the 2022 Deadline Calendar posted to the City's website prior to the Commission's next regular meeting on November 18. If you have questions, please contact me.

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