



Planning Commission

Review Cycle	Tech Review		PC Work Session								PC Regular Meeting						Days in PC Review Cycle	City Council ^{2,3}			
	Applicant	All	Staff	Staff	Staff and/or Applicant	Applicant	Staff	Staff	All	Staff	Staff	Applicant	Staff	Staff	All	Staff		Applicant	Staff	All	All
	Submission Deadline	Distribute Tech Review Comments	Weekly Vista Publication deadline	Weekly Vista Publication Date	Publication & Adjacent Owner Notification ¹	Work Session Resubmittal	Distribute Work Session agenda	Distribute Work Session packet	Work Session Meeting	Inform applicant of meeting requests	Sign Posting Deadline	Regular Meeting Resubmittal	Distribute Regular meeting agenda	Distribute Regular Meeting packet	Regular Meeting	Inform applicant of meeting results		CC Resubmittal	Reports, Action Forms, etc. to City Clerk	City Council Work Session	City Council Regular Session
	Monday at 4:30 pm	Friday before 2 nd Monday	Thursday before publication	Wednesday	15 days before PC meeting	Friday before Work Session	Friday before Work Session	Monday before Work Session	Thursday at 4:30 pm	Day after meeting	1st Monday at 4:30 pm	Tuesday before meeting	5 days prior to PC meeting	Friday before meeting	2nd Monday at 6:30 pm	Day after meeting	2 days after PC before 12 noon	Wednesday by noon before Work Session	3rd Monday at 5:30 pm	4th Monday at 6:30 pm	
1	Nov 28	Dec 09	Dec 15	Dec 21	Dec 25	Dec 23	Dec 22*	Dec 27*	Dec 29	Dec 30	Jan 03*	Jan 03	Jan 04	Jan 06	Jan 09	Jan 10	42	Jan 11	Jan 11	Jan 17*	Jan 23
2	Jan 03*	Jan 13	Jan 19	Jan 25	Jan 29	Jan 27	Jan 29	Jan 30	Feb 02	Feb 03	Feb 06	Feb 07	Feb 08	Feb 10	Feb 13	Feb 14	41	Feb 15	Feb 15	Feb 21*	Feb 27
3	Jan 30	Feb 10	Feb 16	Feb 22	Feb 26	Feb 24	Feb 26	Feb 27	Mar 02	Mar 03	Mar 06	Mar 07	Mar 08	Mar 10	Mar 13	Mar 14	42	Mar 15	Mar 15	Mar 20	Mar 27
4	Feb 27	Mar 10	Mar 16	Mar 22	Mar 26	Mar 24	Mar 26	Mar 27	Mar 30	Mar 31	Apr 03	Apr 04	Apr 05	Apr 07	Apr 10	Apr 11	42	Apr 12	Apr 12	Apr 17	Apr 24
5	Mar 27	Apr 07	Apr 13	Apr 19	Apr 23	Apr 21	Apr 23	Apr 24	Apr 27	Apr 28	May 01	May 02	May 03	May 05	May 08	May 09	42	May 10	May 10	May 15	May 22
6	May 01	May 12	May 18	May 24	May 28	May 26	May 28	May 30*	Jun 01	Jun 02	Jun 05	Jun 06	Jun 07	Jun 09	Jun 12	Jun 13	42	Jun 14	Jun 14	Jun 19	Jun 26
7	May 26*	Jun 09	Jun 15	Jun 21	Jun 25	Jun 23	Jun 25	Jun 26	Jun 29	Jun 30	Jul 03	Jul 05*	Jul 05	Jul 07	Jul 10	Jul 11	45	Jul 12	Jul 12	Jul 17	Jul 24
8	Jul 03	Jul 14	Jul 20	Jul 26	Jul 30	Jul 28	Jul 30	Jul 31	Aug 03	Aug 04	Aug 07	Aug 08	Aug 09	Aug 11	Aug 14	Aug 15	42	Aug 16	Aug 16	Aug 21	Aug 28
9	Jul 31	Aug 11	Aug 17	Aug 23	Aug 27	Aug 25	Aug 27	Aug 28	Aug 31	Sep 01	Sep 05*	Sep 05	Sep 06	Sep 08	Sep 11	Sep 12	42	Sep 13	Sep 13	Sep 18	Sep 25
10	Aug 28	Sep 08	Sep 14	Sep 20	Sep 24	Sep 22	Sep 24	Sep 25	Sep 28	Sep 29	Oct 02	Oct 03	Oct 04	Oct 06	Oct 09	Oct 10	42	Oct 11	Oct 11	Oct 16	Oct 23
11	Oct 02	Oct 13	Oct 19	Oct 25	Oct 29	Oct 27	Oct 29	Oct 30	Nov 02	Nov 03	Nov 06	Nov 07	Nov 08	Nov 10*	Nov 13	Nov 14	42	Nov 15	Nov 15	Nov 20	Nov 27
12	Oct 23	Nov 03	Nov 09	Nov 15	Nov 19	Nov 17	Nov 20*	Nov 20	Nov 21*	Nov 22*	Nov 27	Nov 28	Nov 29	Dec 01	Dec 04	Dec 05	42	Dec 06	Dec 06	Dec 11*	Dec 18*
1	Nov 27	Dec 08	Dec 14	Dec 20	Dec 24	Dec 22	Dec 27*	Dec 27*	Dec 28	Dec 29	Jan 02*	Jan 02	Jan 03	Jan 05	Jan 08	Jan 09	42	Jan 10	Jan 10	Jan 16*	Jan 22
2	Dec 29*	Jan 13	Jan 18	Jan 24	Jan 28	Jan 26	Jan 28	Jan 29	Feb 01	Feb 02	Feb 05	Feb 06	Feb 07	Feb 09	Feb 12	Feb 13	45	Feb 14	Feb 14	Feb 20*	Feb 26

Board of Zoning Adjustment

Review Cycle	Applicant	Staff	Staff	Staff and/or Applicant	Applicant	Staff	All
	Submission Deadline	Weekly Vista Publication Deadline	Weekly Vista Publication Date	Publication & Adjacent Owner Notification ¹	Legal Notification & Sign Posted	Distribute meeting packet to BZA	BZA Meeting
	22 days before meeting	Thursday before publication	Wednesday	15 days before meeting	7 days before meeting	Friday at 4:30 pm	3 rd Tuesday at 7:00 pm
1	Dec 26	Dec 22	Dec 28	Jan 01*	Jan 10	Jan 13	Jan 17
2	Jan 30	Jan 26	Feb 01	Feb 06	Feb 14	Feb 17	Feb 21
3	Feb 27	Feb 23	Mar 01	Mar 06	Mar 14	Mar 17	Mar 21
4	Mar 27	Mar 23	Mar 29	Apr 03	Apr 11	Apr 14	Apr 18
5	Apr 24	Apr 20	Apr 26	May 01	May 09	May 12	May 16
6	May 26*	May 25	May 31	Jun 05	Jun 13	Jun 16	Jun 20
7	Jun 26	Jun 22	Jun 28	Jul 03	Jul 11	Jul 14	Jul 18
8	Jul 24	Jul 20	Jul 26	Jul 31	Aug 08	Aug 11	Aug 15
9	Aug 28	Aug 24	Aug 30	Sept 03*	Sep 12	Sep 15	Sep 19
10	Sep 25	Sep 21	Sep 27	Oct 02	Oct 09*	Oct 13	Oct 17
11	Oct 30	Oct 26	Nov 01	Nov 06	Nov 14	Nov 10*	Nov 21
12	Nov 27	Nov 21*	Nov 29	Dec 04	Dec 12	Dec 15	Dec 19
1	Dec 22*	Dec 21	Dec 27	Dec 31*	Jan 09	Jan 12	Jan 16

Board of Construction Appeals

Review Cycle	Applicant	Staff	All
	Submission Deadline	Distribute meeting packet	BCA Meeting
	15 days before meeting	Friday before meeting	2 nd Tuesday at 3:00 pm
1	Dec 22*	Jan 06	Jan 10
2	Jan 30	Feb 10	Feb 14
3	Feb 27	Mar 10	Mar 14
4	Mar 27	Apr 07	Apr 11
5	Apr 24	May 05	May 09
6	May 26*	Jun 09	Jun 13
7	Jun 26	Jul 07	Jul 11
8	Jul 24	Aug 04	Aug 08
9	Aug 28	Sep 08	Sep 12
10	Sep 25	Oct 06	Oct 10
11	Oct 30	Nov 10	Nov 14
12	Nov 27	Dec 08	Dec 12
1	Dec 22*	Jan 05	Jan 09

Notes

*Date adjusted for holidays.

1. Legal notifications apply to Conditional Use Permits, Zoning Amendments, and Annexations, and Variances. Failure to comply with notification requirements will result in delay of application.

2. All dates for the December Planning Commission Regular Meeting schedule have been adjusted to meet deadlines for the City Council meetings which occur one week earlier than usual to avoid Christmas and New Year's holidays.

3. City Council will only consider appeals from Planning Commission, Final Plats, Zoning Amendments, and Annexations.