



**2019 PROCESSING TIME SCHEDULE
PLANNING AND DEVELOPMENT DEPARTMENT--DEVELOPMENT REVIEW OFFICE**

NOTE: This schedule represents the minimum processing time from the Application Deadline. More complex cases may require more review time. Applications needing sketch plan review by Pre-Development Review (PDR) are encouraged to submit plans prior to the deadline set out below.

PUBLIC HEARING and ADMINISTRATIVE ITEMS REQUIRING COUNCIL APPROVAL - 77 DAY MINIMUM PROCESSING TIME:

Zoning Cases, Planned Developments*, PD Final Development Plans*, Conditional Use Permits* Preliminary Plats* and Dedications.

(Note: An item with an * requires a sketch plan review Pre-Development Review (PDR) prior to application deadline. PDR meets every Wednesday with an application deadline on Monday; approximately 9 days prior to the Wednesday meeting).

PDR SKETCH PLAN DEADLINE*	APPLICATION DEADLINE	DEADLINE FOR NEIGHBORHOOD MEETING¹	COMMISSION HEARING	COUNCIL HEARING	COUNCIL ACTION
November 6, 2018	December 10, 2018	December 27, 2018	January 17, 2019	February 11, 2019	February 25, 2019
December 3, 2018	January 7, 2019	January 24, 2019	February 14, 2019	March 11, 2019	March 25, 2019
January 2, 2019	February 4, 2019	February 21, 2019	March 14, 2019	April 8, 2019	April 22, 2019
February 5, 2019	March 4, 2019	March 21, 2019	April 11, 2019	May 6, 2019	May 20, 2019
March 5, 2019	April 1, 2019	April 18, 2019	May 9, 2019	June 3, 2019	June 17, 2019
April 2, 2019	April 29, 2019	May 16, 2019	June 6, 2019	July 1, 2019	July 15, 2019
May 7, 2019	June 3, 2019	June 20, 2019	July 11, 2019	August 12, 2019	August 26, 2019
June 4, 2019	July 8, 2019	July 25, 2019	August 15, 2019	September 9, 2019	September 23, 2019
July 2, 2019	August 5, 2019	August 22, 2019	September 12, 2019	October 7, 2019	October 21, 2019
August 6, 2019	September 2, 2019	September 19, 2019	October 10, 2019	November 4, 2019	November 18, 2019
September 3, 2019	September 30, 2019	October 17, 2019	November 7, 2019	December 16, 2019	January 13, 2020
October 1, 2019	November 4, 2019	November 21, 2019	December 12, 2019	January 13, 2020	January 27, 2020

ADMINISTRATIVE ITEMS REQUIRING COMMISSION APPROVAL ONLY – 38 DAY MINIMUM PROCESSING TIME:

Relinquish Easements, Requests to Acquire and Dispose etc. NOTE: Items which require retention of an easement will not be placed on an agenda until it is accepted by the City.

APPLICATION DEADLINE	COMMISSION HEARING
December 3, 2018	January 17, 2019
January 7, 2019	February 14, 2019
February 4, 2019	March 14, 2019
March 4, 2019	April 11, 2019
April 1, 2019	May 9, 2019
April 29, 2019	June 6, 2019
June 3, 2019	July 11, 2019
July 8, 2019	August 15, 2019
August 5, 2019	September 12, 2019
September 3, 2019	October 10, 2019
September 30, 2019	November 7, 2019
November 4, 2019	December 12, 2019
December 9, 2019	January 9, 2020
January 6, 2019	February 13, 2020

VACATIONS OF STREETS, ALLEYS AND SUBDIVISIONS – 70 DAY MINIMUM PROCESSING TIME:

NOTE: Items which require retention of an easement will not be placed on an agenda until it is accepted by the City.

APPLICATION DEADLINE	COMMISSION HEARING
October 29, 2018	January 17, 2019
November 26, 2018	February 14, 2019
December 31, 2018	March 14, 2019
January 28, 2019	April 11, 2019
February 25, 2019	May 9, 2019
March 25, 2019	June 6, 2019
April 29, 2019	July 11, 2019
May 28, 2017	August 15, 2019
June 24, 2019	September 12, 2019
July 29, 2019	October 10, 2019
August 26, 2019	November 7, 2019
September 30, 2019	December 12, 2019
October 28, 2019	January 9, 2020
November 25, 2019	February 13, 2020

¹Neighborhood meeting letters must be mailed at least ten (10) days prior to the Neighborhood Meeting Deadline
Updated 10/15/2019



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PUBLIC HEARING and ADMINISTRATIVE ITEMS REQUIRING COUNCIL APPROVAL - 77 DAY MINIMUM PROCESSING TIME:

Zoning Cases, Planned Developments*, PD Final Development Plans*, Conditional Use Permits* Preliminary Plats* and Dedications.

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PDR SKETCH PLAN DEADLINE*	APPLICATION DEADLINE	DEADLINE FOR NEIGHBORHOOD MEETING ⁱ	COMMISSION HEARING	COUNCIL HEARING	COUNCIL ACTION
November 4, 2019	December 2, 2019	December 19, 2019	January 9, 2020	February 10, 2020	February 24, 2020
December 28, 2019	January 6, 2020	January 23, 2020	February 13, 2020	March 9, 2020	March 23, 2020
January 6, 2020	February 3, 2020	February 20, 2020	March 12, 2020	April 6, 2020	April 20, 2020
February 3, 2020	March 2, 2020	March 19, 2020	April 9, 2020	May 4, 2020	May 18, 2020
March 2, 2020	March 30, 2020	April 16, 2020	May 7, 2020	June 1, 2020	June 15, 2020
March 30, 2020	April 27, 2020	May 14, 2020	June 4, 2020	June 29, 2020	July 13, 2020
May 11, 2020	June 8, 2020	June 25, 2020	July 16, 2020	August 10, 2020	August 24, 2020
June 8, 2020	July 6, 2020	July 23, 2020	August 13, 2020	September 8, 2020	September 21, 2020
July 6, 2020	August 3, 2020	August 20, 2020	September 10, 2020	October 5, 2020	October 19, 2020
August 3, 2020	August 31, 2020	September 17, 2020	October 8, 2020	November 2, 2020	November 16, 2020
August 31, 2020	September 28, 2020	October 15, 2020	November 5, 2020	November 30, 2020	December 14, 2020
October 5, 2020	November 9, 2020	November 25, 2020	December 17, 2020	January 4, 2021**	January 18, 2021**

ⁱNeighborhood meeting letters must be mailed at least ten (10) days prior to the Neighborhood Meeting Deadline ** 2021 dates are tentative

ADMINISTRATIVE ITEMS REQUIRING COMMISSION APPROVAL ONLY – 38 DAY MINIMUM PROCESSING TIME:

Relinquish Easements, Requests to Acquire and Dispose etc. NOTE: Items which require retention of an easement will not be placed on an agenda until it is accepted by the City.

APPLICATION DEADLINE	COMMISSION HEARING
December 2, 2019	January 9, 2020
January 6, 2020	February 13, 2020
February 3, 2020	March 12, 2020
March 2, 2020	April 9, 2020
April 6, 2020	May 7, 2020
May 4, 2020	June 4, 2020
June 1, 2020	July 16, 2020
July 6, 2020	August 13, 2020
August 3, 2020	September 10, 2020
September 7, 2020	October 8, 2020
October 5, 2020	November 5, 2020
November 2, 2020	December 17, 2020
December 7, 2020	January 4, 2021**
January 4, 2021**	February 4, 2021**

VACATIONS OF STREETS, ALLEYS AND SUBDIVISIONS – 70 DAY MINIMUM PROCESSING TIME:

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APPLICATION DEADLINE	COMMISSION HEARING
October 28, 2019	January 9, 2020
November 25, 2019	February 13, 2020
December 30, 2019	March 12, 2020
January 27, 2020	April 9, 2020
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June 1, 2020	August 13, 2020
June 29, 2020	September 10, 2020
July 27, 2020	October 8, 2020
August 24, 2020	November 5, 2020
October 5, 2020	December 17, 2020
November 2, 2020**	January 4, 2021**
November 30, 2020**	February 4, 2021**