



**DEPARTMENT OF PLANNING AND ZONING
MEMORANDUM**

TO: All Surveyors, Engineering firms and Land Development Companies
FROM: David Humphreys, Planning Commission Administrator
DATE: September 14, 2006
SUBJECT: Change to Planning Commission Deadline Date

Starting with the November 15, 2006 meeting, and all meetings thereafter, the deadline for Planning Commission agenda items will be the last Friday of the month prior to next month's meeting. In those instances where the Planning and Zoning office is closed on this Friday (e.g. Thanksgiving, snow emergency, etc) the deadline will be the next available business day.

This change is necessitated by two factors:

- The Planning Commission has instructed staff to make sure that all case material and staff reports be included in the meeting packets, and the packets be received by the Planning Commission no later than one week in advance of the meeting.
- Beginning no later than November, all of the paperwork normally transmitted to the Planning Commission about a case (application, plat and site plan drawing, staff reports, supporting documents, etc) will be posted on the Planning Commission section of the County's website at the time it is distributed to the Commission.

Therefore, the schedule of Planning Commission meetings for the remainder of 2006 is:

Deadline Date	Meeting Date
October 6	October 18
October 27	November 15
November 27	December 13

The schedule for the 2007 meetings will be issued in December.

Please remember that, per the direction of the Planning Commission, all items for discussion or action concerning a project require staff comments to accompany the request. In practice, this means that complete final plat recording packages must be submitted by the deadline date to be placed on the agenda. Site plan presentations will be based on site plan revisions received and reviewed by the deadline. All other requests must be received within sufficient time prior to the published Planning Commission deadline date to provide ample opportunity for appropriate staff to review and comment to the Planning Commission.

It has also been the practice of the Planning Commission to encourage that outstanding issues be ironed out prior to conditional site plan approvals and preliminary approval of subdivisions. The Planning Commission is required by statute to take action on subdivision approvals within a prescribed time period. If a delay to review is required to address outstanding issues, a written request, signed the authorized agent or applicant, must be executed or the application will need to be scheduled for Planning Commission review, with a possible recommendation for denial.

C: Planning Commission
 Board of County Commissioners