

---

## Planning & Zoning Commission Meeting

**DEPARTMENT:** Development Services

**FROM:** JP Ducay, Senior Planner

**MEETING:** December 13, 2022

**SUBJECT:**

Consider approval of a minute order setting the Planning and Zoning Commission meeting dates and start time for calendar year 2023. (22-137)

**SUMMARY:**

The purpose of this item is to review and approve the 2023 meeting calendar and start time for the Planning and Zoning Commission. Staff has provided two calendar options to consider. Please see the 2023 Calendar Options attachment for reference. Planning and Zoning Commission approval on one of the calendar options is requested. This approval allows staff to develop schedules for processing development applications that coordinate with City Council meeting dates. The approved 2023 City Council meeting dates are included in the calendars. The Planning and Zoning Commission is further requested to consider maintaining or amending the meeting start time of 6:30pm for calendar year 2023.

**OPTIONS:**

- 1) Approve staggered meeting dates for the 2023 Planning and Zoning Commission Calendar and meeting start time; or
- 2) Approve standard meeting dates for the 2023 Planning and Zoning Commission Calendar and meeting start time; or
- 3) Approve the 2023 Planning and Zoning Commission Calendar and start time with amendments

**RECOMMENDATION:**

Staff recommends approval of Option #1 – staggered meeting dates for the 2023 Planning and Zoning Commission Calendar (Case 22-137).

Staff supports Option #1 – staggered meeting dates as it will eliminate back-to-back meeting dates for calendar year 2023.

**PRIOR ACTION/INPUT (Council, Boards, Citizens):**

None

**PUBLIC NOTIFICATION:**

No public input required for this request.

**Fiscal IMPACT:**

None

**STAFF CONTACT:**

JP Ducay  
Senior Planner, Development Services  
[jducay@burlesontx.com](mailto:jducay@burlesontx.com)  
817-426-9648