

Monthly Report

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Wednesday November 20, 2023

Application Submittal Deadline / Meeting Dates



Monthly Report

Application Submittal Deadline

Current Ordinance: Petitions to Planning & Zoning must be submitted by the first Friday of the month prior to the desired Planning & Zoning meeting date

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Application Submittal Deadline

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- Resume observing this official deadline, beginning February 2024. Apply 2023 solutions to the planning process, observe outcomes, adjust in 2025 as needed.
- Move Planning & Zoning meetings from the 3rd to the 2nd Wednesday of the month
 - Shortens waiting period for applicant
 - Creates a small buffer period between P&Z and City Commission meetings

Monthly Report Application Submittal Deadline

Days to review entire batch of applications if uniformly applying this recommendation:

Approximately 23 business days

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Application Submittal Deadline

- Review all submitted documents. Ensure application is complete.
- Cross-reference application against municipal codes.
- Site visit to understand geography, traffic, surrounding property, accessibility, character.
- Coordinate / negotiate with applicant as needed.
- Technical review of proposed plat elements, existing easements & approval of preliminary plat submittal by City Engineer.
- Preparation of notice to the public.
- Creation of staff reports and recommendations.
 - Follow-up with applicant for feedback
 - Potential further negotiation

Monthly Report Application Submittal Deadline

Desired Outcomes

- Eliminate administrative errors.
- Allow time to conduct complete field visits respective to all applications.
- Establish adequate time to coordinate with applicant (especially important regarding SUPs and plats).
- Promote even, fair, and consistent application of the zoning code

Monthly Report Application Submittal Deadline

Complete Application Submittal Requirements

To be posted on dickinsongov.com for applicants to reference, along with the application calendar.

Robust and readable process map for each application type to be published online by June, 2024



2024 PLANNING AND ZONING

Dates and Submittal Deadlines

Meetings are held at 7:10 am in the Commission Room at City Hall

<u>Meeting Dates</u>	<u>Submittal Deadline</u>
January 10	December 1(2023)
February 14	January 5
March 13	February 2
April 10	March 1
May 8	April 5
June 12	May 3
July 10	June 7
August 14	July 5
September 11	August 2
October 9	September 6
November 13	October 4
December 11	November 1

Monthly Report

Comprehensive Plan & Transportation Master Plan Update

12/21 Kick-off meeting with KLJ and City staff.

Monthly reports will include progress updates and preliminary findings.

The project timeline may need adjustment due to contract approval delays. An updated gantt chart will be provided as soon as possible.

A review committee will be established, featuring key stakeholders and representation of varied perspectives within our community. Planning & Zoning Commission will be represented on this committee. More information to come.

Thank you!

QUESTIONS AND COMMENTS ARE WELCOME



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