Activity	January			February			Ma	ırch		April		May		June		July
	1/1	1/7 1	1/14 1/21	1/23 2/4	2/11 2	/18 2/25	3/3 3/10	3/17 3/24	3/31	4/7 4/14	4/21 4/28	5/5 5/12 5/1	19 5/26	6/2 6/9 6/	16 6/23 6/30	7/7 7/14 7/2
PREPARATION																
Introduction and discussion of components		1/9														
Review consensus items and refine direction				2/6												
Confirm direction and points of consensus, and discuss future phases							3/5									
COLLABORATION																
Joint Work Session with PC/Common Council at CC										4/8						
Targeted Letters of potential district & Informal Public Notices																
Special PC Worksession - Community Meeting												5/6				
Joint Work Session PC/Common Council review at PC												5/7				
ADOPTION - PER CODE																
Set Zoning Amendment Public Hearing and Complete Public Notification Process. The city clerk shall send notice of public hearing to the applicant, all property owners of record within three hundred feet of the property in question, all mineral interest owners of record for the property, and to the appropriate referral agencies no less than thirty days before the initial planning commission public hearing. The city clerk shall also publish notice in a newspaper of general circulation. For zoning map amendments, the city clerk shall prepare a public hearing notification sign to be posted on the property by the applicant. The hearing may be held no less than thirty days from the date of property posting and newspaper publication. If the zoning amendment request is accompanying another application that is scheduled for public hearings before the planning commission and common council, one public hearing may be held on both applications.											5/3					
Planning Commission Public Hearing and Action on the Zoning Amendment. The planning commission shall hold a public hearing to review the zoning amendment based on the criteria for amendments to the official zoning map. The commission shall then make a recommendation to the common council to approve, conditionally approve, or deny the zoning map amendment application.														6/4		
Finalize Zoning Amendment Based on Planning Commission Comments. Revise the zoning amendment application based on planning commission's comments and submit it to the city clerk.																
Notify Parties of Interest. Not less than thirty days before the date scheduled for the initial common council public hearing, staff shall notify surrounding property owners within three hundred feet, mineral interest owners of record, and other interested parties. The notice shall include the time and place of the public hearing, the nature of the hearing, the location of the subject property, and the applicant's name.														6/7		
Set Common Council Public Hearing and Complete Public Notification Process. The common council shall schedule a public hearing for the purpose of taking action on the zoning map amendment. The city clerk shall publish notice in a newspaper of general circulation. The hearing may be held no less than thirty days from the date of advertising.														6/7		
Common Council Public Hearing and Action on the Zoning Amendment. The common council shall schedule a public hearing for the purpose of taking action on the zoning map amendment. The city clerk shall publish notice in a newspaper of general circulation. The hearing may be held no less than thirty days from the date of advertising.																7/8
POST APPROVAL ACTIONS - PER CODE																
(1) Upon approval of an amendment to the official zoning map by the common council, the city clerk shall cause an appropriate revision of the official zoning map to be prepared for recording with the recorder. In the event an interested party initiated the zoning amendment, the petitioner shall pay the city's cost for the preparation of the revision to the official zoning map.																
(2) The applicant initiating the official zoning map amendment shall have thirty days after approval of the amendment by the common council to submit to the city clerk two original drawings of the approved zoning amendment map for recording, along with the recording fees and all other costs billed by the city for the zoning amendment.																
(3) The zoning amendment map shall be prepared by a licensed surveyor or engineer. Inaccurate, incomplete or poorly drawn plans shall be rejected. In addition, the petitioner shall submit one eleven-inch by seventeen-inch hard copy and electronic copy of the zoning amendment map.																
(4) Within thirty days of receipt of the zoning amendment map, the city clerk shall review the documents for compliance with the common council's approval, obtain the city officials' signatures and submit the approved zoning amendment map and the ordinance amending the official zoning map to the recorder's office for recordation.																