

**WESTWOOD PLANNING COMMISSION**

Staff Report

Meeting Date: November 6, 2023

Staff Contact: Leslie Herring, City Administrator

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Annual Adoption of an Application and Review Schedule

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**BACKGROUND**

Adopting an Application and Review Schedule provides transparency and certainty to applicants and also creates enough time and space for administrative review and process of applications for building permits.

**REQUESTED ACTION**

The Planning Commission should review and consider adopting the proposed 2024 Application and Review Schedule prepared by staff.

*Suggested Motion*

*I move to adopt the 2024 Application and Review Schedule as presented.*