

# Memorandum

To: Planning and Zoning Commission  
From: Martin Zimmermann, AICP, Planning Manager  
Date: December 3, 2015  
Re: 2016 Planning and Zoning Commission meeting dates and deadlines for submitting applications

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The Planning and Zoning Commission regularly meets on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of every month at 6pm. Workshop meetings are generally held on the same day, beginning at 5pm. Commission by-laws require the Commission to adopt a regular meeting schedule for each year. In order to avoid scheduling conflicts with Spring Break (March 14-18), Bryan I.S.D. back-to-school activities (August 18), and the American Planning Association's Texas Chapter Conference (November 2-4), staff proposes the following 21 Planning and Zoning Commission regular meeting dates for 2016:

<b>January 7</b>	<b>July 7</b>
<b>January 21</b>	<b>July 21</b>
<b>February 4</b>	<b>August 4*</b>
<b>February 18</b>	<b>September 1</b>
<b>March 3*</b>	<b>September 15</b>
<b>April 7</b>	<b>October 6</b>
<b>April 21</b>	<b>October 20</b>
<b>May 5</b>	<b>November 17*</b>
<b>May 19</b>	<b>December 1</b>
<b>June 2</b>	<b>December 15</b>
<b>June 16</b>	

\* denotes only one meeting in the month

Applications that must be considered by the Planning and Zoning Commission must be submitted to the Development Services Department at least 22 days in advance of the meeting during which that request is to be considered. This allows adequate time for the preparation of required meeting notices, staff review and the preparation of a staff report. Applications for approval of subdivision plats, Conditional Use Permit (CUP) and Planned Development (PD) zoning districts require prior review by the Site Development Review Committee (SDRC) and may be scheduled for Commission consideration more than 22 days following the submission of an application.

Regular meetings may be cancelled if not needed. Special meetings or workshop meetings of the Commission may be called by the Chairperson or upon request to the Chairperson.

Staff recommends approving this proposed regular meeting schedule for 2016.