

June 12, 2019

## **Revised Planning Application Processing Schedules**

Effective June 24, 2019, the processing schedules for all Planning Department Applications will change. This includes both Public Hearing Applications and Administrative Plans. The revised schedules are attached.

The purpose of the changes is to allow for City Council to acknowledge and refer rezoning and PUD Modifications to the Planning Commission as required by State Code earlier in the review process.

Changes to the revised calendar are as follows:

1. The filing deadline for Planning public hearing items will be the 4<sup>th</sup> Monday of the month. In most months, this is one week sooner than the current deadline. The deadline for Administrative Plans will generally be the 1<sup>st</sup> Monday of the month; however, applicants should file in accordance with the published schedule dated July 1, 2019.
2. The Application Review Committee's (ARC) schedule for public hearing and administrative items will change. For public hearing applications, the ARC meeting on which the applicant attends will be the 3<sup>rd</sup> Wednesday of the month. The ARC meetings for Administrative Plans when the applicant's attendance is mandated will be the 1<sup>st</sup> Monday one month after the filing deadline.
3. Acknowledgements for Rezoning Applications tentatively scheduled for Planning Commission consideration for the following month will always be on the City Council's first meeting, which is the 2nd Tuesday of the month, or 29 days prior to the Planning Commission public hearing.
4. Planning staff will meet the Monday prior to the advertising deadline for the agenda on which the acknowledgments would be considered to verify whether or not the rezoning application is certified for acknowledgment by City Council. To be certified, 90% of the issues regarding the application must have been resolved.
5. The following Monday is the Application Certification meeting when staff certifies that there are no outstanding issues and that the application is ready for a Planning Commission public hearing. Although an application may have been deemed ready for acknowledgement by City Council, it does not guarantee that the application will be certified for a Planning Commission public hearing the following week. **It should be reiterated that the Application Certification milestone continues to be a crucial deadline for applicants to meet in order to have an application advertised for the Planning Commission public hearing.**
6. The remaining dates in the current processing calendar do not change.

There will be a grace period during July and August as the schedules transition from the current processing schedules to the revised.

Should you have any questions or comments contact Jimmy McNamara at 757-382-6176 or at [jmcnamara@cityofchesapeake.net](mailto:jmcnamara@cityofchesapeake.net).