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## MEMORANDUM

**To:** Mayor and City Council

**From:** Michael Tuller, AICP, Community Development Director

**Date:** November 22, 2010

**Subject:** **2011 Planning & Zoning, Mayor and Council, and Zoning Board of Appeals Calendar**

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### ITEM DESCRIPTION

Staff has prepared a schedule for Mayor and Council Review that coordinates the three following meeting tracks for 2011: Planning and Zoning, Mayor and Council, and Zoning Board of Appeals.

### DISCUSSION

Pursuant to the city Zoning Ordinance, §5A-6 "Filing of Applications", the annual schedule for actions to be heard in front of the Dunwoody Planning Commission must be prepared by the Planning Department and subsequently approved by the Mayor & Council.

The text of the Zoning Ordinance reads, in part:

"(a) All applications for amendments to the comprehensive plan land use maps and the official zoning map shall be filed with the director of planning on forms provided by the department of planning. The processing of said applications shall be based upon an annual schedule prepared by the department of planning and adopted by the City Council..."

### RECOMMENDATION

The schedule prepared for 2011 is comparable to the dates and deadlines from the 2010 schedule. Staff requests that the attached annual schedule be approved in accordance with the above ordinance.

Ken Wright Mayor

Denis Shortal City Council Post 1  
 Adrian Bonser City Council Post 2  
 Doug R. Thompson City Council Post 3

Robert Wittenstein City Council Post 4  
 Danny Ross City Council Post 5  
 John Heneghan City Council Post 6

## 2011 Planning & Zoning Schedule

App. Deadline	Comp. & Compliant Letter	Order CC Signs/ Amend. Deadline	CC Ad Sent	CC Ad Runs	CC Packet Out	CC Packet Posted	CC Mtg.	Order PC Signs	PC Ad sent	PC ad runs	PC Packet Out	PC Packet Posted	PC Mtg.	Order MC 2 <sup>nd</sup> read Signs	MC 2 <sup>nd</sup> read ad sent	MC 2 <sup>nd</sup> read ad runs	MC Agenda List Due	MC Memo	Work Session/ MC 1 <sup>st</sup> Read	MC 2 <sup>nd</sup> Read	
<b>January</b>	1/18/11	1/21/11	1/26/11	1/28/11	2/2/11	2/3/11	2/4/11	2/10/11	2/9/11	2/11/11	2/16/11	3/1/11	3/2/11	3/8/11	3/16/11	3/18/11	3/23/11	3/25/11	3/30/11	4/11/11	4/25/11
<b>February</b>	2/15/11	2/18/11	2/23/11	2/25/11	3/2/11	3/3/11	3/4/11	3/10/11	3/16/11	3/18/11	3/23/11	4/5/11	4/6/11	4/12/11	4/13/11	4/15/11	4/20/11	4/22/11	4/27/11	5/9/11	5/23/11
<b>March</b>	3/22/11	3/25/11	3/30/11	4/1/11	4/6/11	4/7/11	4/8/11	4/14/11	4/13/11	4/15/11	4/20/101	5/3/11	5/4/11	5/10/11	5/18/11	5/20/11	5/25/11	5/27/11	6/1/11	6/13/11	6/27/11
<b>April</b>	4/19/11	4/22/11	4/27/11	4/29/11	5/4/11	5/5/11	5/6/11	5/12/11	5/18/11	5/20/11	5/25/11	6/7/11	6/8/11	6/14/11	6/15/11	6/17/11	6/22/11	6/24/11	6/29/11	7/11/11	7/25/11
<b>May</b>	5/17/11	5/20/11	5/25/11	5/20/11	5/25/11	6/2/11	6/3/11	6/9/11	6/15/11	6/17/11	6/22/11	7/5/11	7/6/11	7/12/11	7/13/11	7/15/11	7/20/11	7/22/11	7/27/11	8/8/11	8/22/11
<b>June</b>	6/21/11	6/24/11	6/29/11	7/1/11	7/6/11	7/7/11	7/8/11	7/14/11	7/13/11	7/15/11	7/20/11	8/2/11	8/3/11	8/9/11	8/17/11	8/19/11	8/24/11	8/26/11	8/31/11	9/12/11	9/26/11
<b>July</b>	7/19/11	7/22/11	7/27/11	7/29/11	8/3/11	8/4/11	8/5/11	8/11/11	8/17/11	8/19/11	8/24/11	9/6/11	9/7/11	9/13/11	9/14/11	9/16/11	9/21/11	9/23/11	9/28/11	10/10/11	10/24/11
<b>August</b>	8/16/10	8/19/11	8/24/11	8/26/11	8/31/10	9/1/11	9/2/11	9/8/11	9/14/11	9/16/11	9/21/11	10/4/11	10/5/11	10/11/11	10/12/11	10/14/11	10/19/11	10/28/11	11/2/11	11/14/11	11/28/11
<b>September</b>	9/20/11	9/23/11	9/28/11	9/30/11	10/5/10	10/6/11	10/7/11	10/13/11	10/12/11	10/14/11	10/19/11	11/1/11	11/2/11	11/8/11	11/16/11	11/18/11	11/23/11	11/21/11	11/30/11	12/12/11	12/26/11
<b>October</b>	10/18/11	10/21/11	10/26/11	10/28/11	11/2/11	11/3/11	11/4/11	11/10/11	11/16/11	11/18/11	11/23/11	12/6/11	12/7/11	12/13/11	12/14/11	12/16/11	12/21/11	12/23/11	12/28/11	1/9/12	1/23/12
<b>November</b>	11/15/11	11/18/11	11/16/11	11/18/11	11/30/11	12/1/11	12/2/11	12/8/11	12/14/11	12/16/11	12/21/11	1/3/12	1/4/12	1/10/12	1/18/12	1/20/12	1/25/12	1/27/12	2/1/12	2/13/12	2/27/12
<b>December</b>	12/20/11	12/23/11	12/28/11	12/30/11	1/4/12	1/5/12	1/6/12	1/12/12	1/18/12	1/20/12	1/25/12	2/7/12	2/8/12	2/14/12	2/15/12	2/17/12	2/22/12	2/24/12	2/29/12	3/12/12	3/26/12

: Dates have been modified due to the holiday schedule.

## Zoning Board of Appeals Schedule

2011

	Application Deadline	Complete & Compliant Letter Mailed	Signs ordered	Amendment Deadline	Ad Sent to <i>Crier</i> , Adjoining Letters Mailed	Ad Runs, Sign Posted	Packet Out to ZBA	Packet Posted to Website	Meeting Date
March Mtg.	1/6/11	1/13/11	1/19/11	1/20/11	1/21/11	1/26/11	2/24/11	2/25/11	3/3/11
April Mtg.	2/3/11	2/10/11	2/16/11	2/17/11	2/18/11	2/23/11	3/31/11	4/1/11	4/7/11
May Mtg.	3/3/11	3/10/11	3/23/11	3/17/11	3/25/11	3/30/11	4/28/11	4/29/11	5/5/11
June Mtg.	4/7/11	4/14/11	4/20/11	4/21/11	4/22/11	4/27/11	5/26/11	5/27/11	6/2/11
July Mtg.	5/5/11	5/12/11	5/18/11	5/19/11	5/20/11	5/25/11	6/29/11	6/30/11	7/7/11
Aug. Mtg.	6/2/11	6/9/11	6/22/11	6/16/11	6/24/11	6/29/11	7/28/11	7/29/11	8/4/11
Sep. Mtg.	7/7/11	7/14/11	7/20/11	7/21/11	7/22/11	7/27/11	8/25/11	8/26/11	9/1/11
Oct. Mtg.	8/4/11	8/11/11	8/24/11	8/18/11	8/26/11	8/31/11	9/29/11	9/30/11	10/6/11
Nov. Mtg.	9/1/11	9/8/11	9/21/11	9/15/11	9/23/11	9/28/11	10/27/11	10/28/11	11/3/11
Dec. Mtg.	10/6/11	10/13/11	10/19/11	10/20/11	10/21/11	10/26/11	11/22/11	11/23/11	12/1/11
Jan. Mtg.	11/3/11	11/10/11	11/16/11	11/17/11	11/18/11	11/23/11	12/29/11	12/30/11	1/5/12
Feb. Mtg.	12/1/11	12/8/11	12/14/11	12/15/11	12/16/11	12/21/11	1/26/12	1/27/12	2/2/12

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# 2011

JANUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY						
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13	14	15	16	17	18	19
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27	28					

MARCH						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

-  Agenda List Due
-  Documentation Due
-  Draft Agenda to Council
-  Second Draft to Council
-  Post Agenda
-  Council Meetings

APRIL						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY						
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22	23	24	25	26	27	28
29	30	31				

JUNE						
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26	27	28	29	30		

JULY						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST						
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21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
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25	26	27	28	29	30	

OCTOBER						
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23	24	25	26	27	28	29
30	31					

NOVEMBER						
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20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31