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**MEMORANDUM**

**To:** Mayor and City Council

**From:** Steve Dush

**Date:** 12/10/2012

**Subject:** **Discussion of 2013 Planning and Zoning Meeting Schedule.  
(Steve Dush)**

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**ITEM DESCRIPTION**

Staff has prepared a schedule for Mayor and Council Review that coordinates the three following meeting tracks for 2013: Planning and Zoning, Mayor and Council, and Zoning Board of Appeals.

**BACKGROUND**

Pursuant to the city Zoning Ordinance, §27-1431. "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..."

**RECOMMENDED ACTION**

The schedule prepared for 2013 is comparable to the dates and deadlines from the 2012 schedule. Staff requests that the attached annual schedule be approved in accordance with the above ordinance.

## Zoning Board of Appeals Schedule 2013

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

2013 Planning & Zoning Schedule

App. Deadline	Comp. & Compliant Letter	CC Ad Sent	CC Ad Runs	CC Packet Out	CC Mtg.	PC Ad sent/Sign	PC ad runs	PC Packet Out	PC Mtg.	MC 2 <sup>nd</sup> read ad/signs sent	MC 2 <sup>nd</sup> read ad runs	Work Session/ MC 1 <sup>st</sup> Read	MC 2 <sup>nd</sup> Read	
January	1/22/13	1/29/13	2/1/13	2/6/13	2/7/13	2/14/13	2/15/13	2/20/13	3/5/13	3/12/13	3/15/13	3/20/13	4/8/13	4/22/13
February	2/19/13	2/26/13	3/1/13	3/6/13	3/7/13	3/14/13	3/15/13	3/20/13	4/2/13	4/9/13	4/19/13	4/24/13	5/13/13	5/28/13
March	3/19/13	3/26/13	3/29/13	4/3/13	4/4/13	4/11/13	4/19/13	4/24/13	5/7/13	5/14/13	5/17/13	5/22/13	6/10/13	6/25/13
April	4/16/13	4/23/13	4/26/13	5/1/13	5/2/13	5/9/13	5/17/13	5/22/13	6/4/13	6/11/13	6/14/13	6/19/13	7/8/13	7/22/13
May	5/21/13	5/28/13	5/31/13	6/5/13	6/6/13	6/13/13	6/14/13	6/19/13	7/2/13	7/9/13	7/19/13	7/24/13	8/12/13	8/26/13
June	6/18/13	6/25/13	6/28/13	7/3/13	7/3/13	7/11/13	7/19/13	7/24/13	8/6/13	8/13/13	8/16/13	8/21/13	9/9/13	9/23/13
July	7/16/13	7/23/13	7/26/13	7/31/13	8/1/13	8/8/13	8/16/13	8/21/13	9/3/13	9/10/13	9/20/13	9/25/13	10/14/13	10/28/13
August	8/20/13	8/27/13	8/30/13	9/4/13	9/5/13	9/12/13	9/13/13	9/18/13	10/1/13	10/8/13	10/18/13	10/23/13	11/12/13	none
September	9/17/13	9/24/13	9/27/13	10/2/13	10/3/13	10/10/13	10/11/13	10/16/13	10/29/13	11/5/13	11/15/13	11/20/13	12/9/13	none
October	10/22/13	10/29/13	11/1/13	11/6/13	11/7/13	11/14/13	11/15/13	11/20/13	12/3/13	12/10/13	12/20/13	12/23/13	1/13/14	1/27/14
November	11/19/13	11/26/13	11/29/13	12/4/13	12/5/13	12/12/13	12/20/13	12/23/13	1/7/14	1/14/14	1/17/14	1/22/14	2/10/14	2/24/14
December	12/17/13	12/24/13	12/27/13	12/31/13	1/2/14	1/9/14	1/17/14	1/22/14	2/4/14	2/11/14	2/14/14	2/19/14	3/10/14	3/24/14