



41 Perimeter Center East, Suite 250  
 Dunwoody, Georgia 30346  
 P (678) 382-6700 F (678) 382-6701  
[dunwoodyga.gov](http://dunwoodyga.gov)

## MEMORANDUM

**To:** Mayor and City Council

**From:** Steve Dush, AICP, Community Development Director

**Date:** March 26, 2012

**Subject:** **2012 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 2012: 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 2012 is comparable to the dates and deadlines from the 2011 schedule. Staff requests that the attached annual schedule be approved in accordance with the above ordinance.

Michael G. Davis Mayor

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

Terry Nall City Council Post 4  
 Lynn Deutsch City Council Post 5  
 John Heneghan City Council Post 6

2012 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.	PC Ad sent/Sign	PC ad runs	PC Packet Out	PC Packet Posted	PC Mtg.	MC 2 <sup>nd</sup> read ad/signs 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>	1/10/12	1/17/12	1/26/12	1/27/12	2/1/12	2/2/12	2/3/12	2/9/12	2/17/12	2/22/12	3/6/12	3/7/12	3/13/12	3/16/12	3/21/12	3/23/12	3/28/12	4/9/12	4/23/12
<b>February</b>	2/14/12	2/16/12	2/23/12	2/24/12	2/29/12	3/1/12	3/2/12	3/8/12	3/16/12	3/21/12	4/4/12	4/5/12	4/10/12	4/20/12	4/25/12	4/27/12	5/2/12	5/14/12	5/28/12
<b>March</b>	3/13/12	3/20/12	3/29/12	3/30/12	4/4/12	4/5/12	4/6/12	4/12/12	4/13/12	4/18/12	5/1/12	5/2/12	5/8/12	5/18/12	5/23/12	5/25/12	5/30/12	6/11/12	6/25/12
<b>April</b>	4/10/12	4/17/12	4/26/12	4/27/12	5/2/12	5/3/12	5/4/12	5/10/12	5/18/12	5/23/12	6/5/12	6/6/12	6/12/12	6/15/12	6/20/12	6/22/12	6/27/12	7/9/12	7/23/12
<b>May</b>	5/15/12	5/22/12	5/31/12	6/1/12	6/6/12	6/7/12	6/8/12	6/14/12	6/15/12	6/20/12	7/3/12	7/4/12	7/10/12	7/20/12	7/25/12	7/27/12	8/1/12	8/13/12	8/27/12
<b>June</b>	6/12/12	6/19/12	6/28/12	6/29/12	7/4/12	7/5/12	7/6/12	7/12/12	7/20/12	7/25/12	8/7/12	8/8/12	8/14/12	8/17/12	8/22/11	8/24/12	8/29/12	9/10/12	9/24/12
<b>July</b>	7/10/12	7/17/12	7/26/12	7/27/12	8/1/12	8/2/12	8/3/12	8/9/12	8/17/12	8/22/12	9/4/12	9/5/12	9/11/12	9/14/12	9/19/12	9/21/12	9/26/12	10/8/12	10/22/12
<b>August</b>	8/14/12	8/21/12	8/30/12	8/31/12	9/5/12	9/6/12	9/7/12	9/13/12	9/14/12	9/19/12	10/2/12	10/3/12	10/9/12	10/19/12	10/24/12	10/26/12	10/31/12	11/12/12	11/26/12
<b>September</b>	9/11/12	9/18/12	9/27/12	9/28/12	10/3/12	10/4/12	10/5/12	10/11/12	10/19/12	10/24/12	11/6/12	11/7/12	11/13/12	11/16/12	11/21/12	11/21/12	11/28/12	12/10/12	12/24/12
<b>October</b>	10/9/12	10/16/12	10/25/12	10/26/12	10/31/12	11/1/12	11/2/12	11/8/12	11/16/12	11/21/12	12/4/12	12/5/12	12/11/12	12/21/12	12/26/11	12/28/12	1/2/13	1/14/13	1/28/13
<b>November</b>	11/13/12	11/20/12	11/29/12	11/30/12	12/5/12	12/6/12	12/7/12	12/13/12	12/14/12	12/19/12	1/1/13	1/2/13	1/8/13	1/18/13	1/23/13	1/25/13	1/30/13	2/11/13	2/25/13
<b>December</b>	12/11/12	12/18/12	12/27/12	12/28/12	1/2/13	1/3/13	1/4/13	1/10/13	1/18/13	1/23/13	2/5/13	2/6/13	2/12/13	2/15/13	2/20/13	2/22/13	2/27/13	3/11/13	3/25/13

Zoning Board of Appeals Schedule  
2012

	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	Packet Posted to Website	Meeting Date
March Mtg.	1/5/12	1/12/12	1/19/12	1/20/12	1/25/12	2/23/12	2/24/12	3/1/12
April Mtg.	2/2/12	2/9/12	2/16/12	2/24/12	2/29/12	3/29/12	3/30/12	4/5/12
May Mtg.	3/1/12	3/8/12	3/15/12	3/23/12	3/28/12	4/26/12	4/27/12	5/3/12
June Mtg.	4/5/12	4/12/12	4/19/12	4/27/12	5/2/12	5/31/12	6/1/12	6/7/12
July Mtg.	5/3/12	5/10/12	5/17/12	5/25/12	5/30/12	6/28/12	6/29/12	7/5/12
Aug. Mtg.	6/7/12	6/14/12	6/21/12	6/22/12	6/27/12	7/26/12	7/27/12	8/2/12
Sep. Mtg.	7/5/12	7/12/12	7/19/12	7/27/12	8/1/12	8/30/12	8/31/12	9/6/12
Oct. Mtg.	8/2/12	8/9/12	8/16/12	8/24/12	8/29/12	9/27/12	9/28/12	10/4/12
Nov. Mtg.	9/6/12	9/13/12	9/20/12	9/21/12	9/26/12	10/25/12	10/26/12	11/1/12
Dec. Mtg.	10/4/12	10/11/12	10/18/12	10/26/12	10/31/12	11/29/12	11/30/12	12/6/12
Jan. Mtg.	11/1/12	11/8/12	11/15/12	11/23/12	11/28/12	12/27/12	12/28/12	1/3/13
Feb. Mtg.	12/6/12	12/13/12	12/20/12	12/28/12	1/2/13	1/31/13	2/1/13	2/7/13