



MEMORANDUM

Date: April 13, 2021

To: Planning & Zoning Board

CC: Thad Crowe, AICP, Director

From: Doug McDowell, Senior Planner

Subject: Cancellation of May 4, 2021 Meeting

In order to maximize the effectiveness of Planning & Zoning Board meetings, the Department is implementing the following policy.

Approximately 30 days in advance of each meeting date- Planning Staff will review all applications received as of that date. Applications will only be advertised for public hearing which:

- Have been reviewed and found complete, and;
- Have met all concurrency requirements, including school concurrency, and;
- Have completed any review required by the DRC or other staff, and;
- Have been reviewed by planning staff and a draft staff report produced, and;
- Have completed legal review by the County Attorney as required;

If no applications received or in process meet these criteria at that time, staff will recommend the meeting will be cancelled.

Based on the status of applications received as of April 5, 2021, none meet the criteria above for hearing at the scheduled May 4, 2021 meeting, and therefore Staff is recommending that May 4 meeting should be cancelled.