



**Department of Planning,
Zoning & Building**

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MEMORANDUM

TO: Interested Parties & Applicants

FROM: Jon MacGillis, ASLA, Zoning Director
Lorenzo Aghemo, Planning Director

DATE: July 16, 2018

**RE: Clarification on timeline for Planning and Zoning Public Hearings
on concurrent LU and Zoning applications**

The purpose of this memo is to inform Applicants and Agents processing Small Scale Future Land Use Atlas (FLUA) Amendments through the Planning Division concurrent with Official Zoning Map Amendments (Rezoning) through the Zoning Division of the timing of Certification for Public Hearings. Beginning in January 2018, the Zoning Calendar changed so that an application in process with the Community Development Section has the opportunity to be certified for Public Hearing on the second or fourth Monday each month (exceptions apply for holidays). However, Rezoning applications with concurrent FLUA Amendments, due to the timing required for advertising and publishing staff reports for both the Planning and Zoning Divisions, may only be certified on the second Monday of the month so that the Planning Commission can hear the application prior to the Zoning Commission.

This is not a change in procedure, but rather a clarification of it because of the changes made to the Zoning Calendar and ULDC in 2018.

If you have any questions, please contact Lisa Amara, Principal Planner (561) 233-5334 for FLUA related inquiries and Bill Cross, Principal Site Planner (561) 233-5206, for Zoning related application inquiries.

c: Planning Planners
Zoning Planners