AGENDA ITEM NO. 6.3

Staff Report

AGENDA ITEM REPORT

DATE: August 27, 2025

SUBMITTED BY: Krystal Hasselmeier, Planning

ITEM TYPE: Agenda Item

AGENDA SECTION: CONSIDERATION OF AND ACTION ON

SUBJECT: Rescheduling of the regular Planning & Zoning Commission meeting day

BACKGROUND: Rescheduling of the regular Planning & Zoning Commission meeting day from the 3rd Wednesday of the month to the 2nd Wednesday of the month as a result of new regulations for posting dates. Currently, agendas are required to be posted within 72 hours of a meeting, allowing applications heard by Planning & Zoning to then be heard for final determination on the agenda for the following week by Council. However, starting September 1st, new state regulations will require agenda packets to post '3 business days' prior to meetings, which will push any planning & zoning related items out on the Council agenda approximately 2-3 weeks, causing added delays in zoning application processes. Staff is asking the Commission to consider rescheduling the regular monthly meeting from the 3rd Wednesday of the month to the 2nd Wednesday of the month in order to reduce the turn around time between the Planning & Zoning meeting and final determination by Council meeting date for zoning applications.

It is recommended that this change, if approved, should start as of November 2025.

SUGGESTED ACTION:

ATTACHMENTS: