

Planning and Zoning Board Agenda Item Report

Agenda Item No. 9.a

Submitted by: Brooke Dodson

Submitting Department Planning

Meeting Date: November 9, 2023

SUBJECT

Approval of the 2024 PZB Meeting Schedule

Recommendation:

Vote

Updates/History of Briefing:

N/A

Executive Summary and Background Information:

In accordance with Section 2.2.3.F.1 of the Unified Development Ordinance (UDO), "the Planning and Zoning Board (PZB) shall establish a schedule of regular meetingsâ€”including the date, time, and location of meetingsâ€”and keep a copy of the schedule on file with the Town Clerk". Pursuant with this responsibility, a proposed 2024 meeting schedule has been developed for consideration by the Board. The schedule is consistent with the prior 2023 schedule and proposes to keep meetings on the second Thursday of every month at 6:30 pm. Staff has reviewed the schedule for conflicts with Town and other significant holidays. No such conflicts were identified.

Advisory Board/Committee Review:

Planning and Zoning Board

Insert Date of Advisory Board/Committee Review:

2023-11-09

Advisory Board/Committee Recommendation and/or Vote:

Vote

Potential Options:

None

Staff Recommendation:

None

ATTACHMENTS

- [2024 PLANNING ZONING BOARD SCHEDULE.pdf](#)