# 2025 Planning Commission Activity Schedule

| PC Date | 4-Feb | 4-Mar | 1-Apr | 6-May | 3-Jun | 1-Jul | 5-Aug | 2-Sep | 7-Oct | 4-Nov | 2-Dec | 6-Jan | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| CC Date | 18-Feb | 18-Mar | 15-Apr | 20-May | 17-Jun | 15-Jul | 19-Aug | 16-Sep | 21-Oct | 18-Nov | 16-Dec | 20-Jan | Rule |
| Application Deadline | 10-Jan | 7-Feb | 8-Mar | 5-Apr | 10-May | 7-Jun | 12-Jul | 9-Aug | 6-Sep | 4-Oct | 8-Nov | 6-Dec | First Friday of the month after first Planning Commission meeting |
| P&D Director will assign cases | 14-Jan | 11-Feb | 12-Mar | 9-Apr | 14-May | 11-Jun | 16-Jul | 13-Aug | 10-Sep | 8-Oct | 12-Nov | 10-Dec | The Tuesday immediately following the application deadline |
| Draft Staff Reports to Planning Director | 22-Jan | 19-Feb | 20-Mar | 17-Apr | 22-May | 19-Jun | 24-Jul | 21-Aug | 18-Sep | 16-Oct | 20-Nov | 18-Dec | The 2nd Wednesday after the Application deadline |
| City Manager Review | 23-Jan | 20-Feb | 21-Mar | 18-Apr | 23-May | 20-Jun | 25-Jul | 22-Aug | 19-Sep | 17-Oct | 21-Nov | 19-Dec | The 2nd Thursday after the Application deadline |
| E-mail Public Notice to Statesboro Herald | 27-Jan | 24-Feb | 24-Mar | 28-Apr | 26-May | 23-Jun | 28-Jul | 25-Aug | 29-Sep | 27-Oct | 24-Nov | 29-Dec | Monday 22 days before CC meeting |
| Confirm Public Notice placed in Statesboro Herald | 30-Jan | 27-Feb | 27-Mar | 1-May | 29-May | 26-Jun | 31-Jul | 28-Aug | 2-Oct | 30-Oct | 27-Nov | 1-Jan | Thursday following City Council Public notice sent to Statesboro Herald |
| Final Draft of Staff Reports to Planning Director | 23-Jan | 20-Feb | 20-Mar | 24-Apr | 22-May | 19-Jun | 24-Jul | 21-Aug | 25-Sep | 23-Oct | 20-Nov | 25-Dec | The Thursday prior to distributing agenda packets |
| E-mail applicant PC & CC Reminder Letters | 27-Jan | 24-Feb | 24-Mar | 28-Apr | 26-May | 23-Jun | 28-Jul | 25-Aug | 29-Sep | 27-Oct | 24-Nov | 29-Dec | 8 days before PC meeting |
| PC Agenda Packet Posted to P&D Website. | 27-Jan | 24-Feb | 24-Mar | 28-Apr | 26-May | 23-Jun | 28-Jul | 25-Aug | 29-Sep | 27-Oct | 24-Nov | 29-Dec | 8 days before PC meeting |
| Distribute Agenda Packet Posted to P&D Website. | 27-Jan | 24-Feb | 24-Mar | 28-Apr | 26-May | 23-Jun | 28-Jul | 25-Aug | 29-Sep | 27-Oct | 24-Nov | 29-Dec | 8 days before PC meeting |
| E-mail PC Meeting Notice to Community Calendar | 27-Jan | 24-Feb | 24-Mar | 28-Apr | 26-May | 23-Jun | 28-Jul | 25-Aug | 29-Sep | 27-Oct | 24-Nov | 29-Dec | 8 days before PC meeting |
| Post Signs on Properties | 31-Jan | 28-Feb | 28-Mar | 2-May | 30-May | 27-Jun | 1-Aug | 29-Aug | 3-Oct | 31-Oct | 28-Nov | 2-Jan | AT least 18 days Friday before CC meeting |
| Planning Commission | 4-Feb | 4-Mar | 1-Apr | 6-May | 3-Jun | 1-Jul | 5-Aug | 2-Sep | 7-Oct | 4-Nov | 2-Dec | 6-Jan | 1st Tuesday of the month |
| Summary Agenda/Minutes prepare and post | 6-Feb | 6-Mar | 3-Apr | 8-May | 5-Jun | 3-Jul | 7-Aug | 4-Sep | 9-Oct | 6-Nov | 4-Dec | 8-Jan | Complete 48-hours after PC meeting. Post Summary Agenda on bulletin board. |
| City Planner distributes CC Agenda Packet to Sue Starling with PC Recommendations for CC Packet | 5-Feb | 5-Mar | 2-Apr | 7-May | 4-Jun | 2-Jul | 6-Aug | 3-Sep | 8-Oct | 5-Nov | 3-Dec | 7-Jan | The day following Planning Commission |
| City Council | 18-Feb | 18-Mar | 15-Apr | 20-May | 17-Jun | 15-Jul | 19-Aug | 16-Sep | 21-Oct | 18-Nov | 16-Dec | 20-Jan | 3rd Tuesday of the month |
| Mail CC Judgment Letters to Applicant and PC Group. | 21-Feb | 21-Mar | 18-Apr | 23-May | 20-Jun | 18-Jul | 22-Aug | 19-Sep | 24-Oct | 21-Nov | 19-Dec | 23-Jan | 3 days after CC meeting |
| Send Judgment Letters with mapping info to Justin Daniels, GIS Coordinator. | 21-Feb | 21-Mar | 18-Apr | 23-May | 20-Jun | 18-Jul | 22-Aug | 19-Sep | 24-Oct | 21-Nov | 19-Dec | 23-Jan | 3 days after CC meeting |
| Pick Up Signs | 21-Feb | 21-Mar | 18-Apr | 23-May | 20-Jun | 18-Jul | 22-Aug | 19-Sep | 24-Oct | 21-Nov | 19-Dec | 23-Jan | 3 days after CC meeting |