2024 CPC, BOA, and COUNCIL SCHEDULE

Application Type:	Cells in white are actions that are relevant to each application type. Blank Cells are not applicable to that particular application type. Dates for various actions are based on typical case review and may not apply to cases with complex reviews, required revisions, or incomplete submittals. See notes below table for more information.									
Future Land Use Map Amendment	Application Deadline	Late Application Deadline	Notification & Revision Deadline	Review and Recommendation					Set Public Hearing	Public Hearing and Decision	
Rezoning	Application Deadline	Late Application Deadline	Notification & Revision Deadline	Review and Recommendation					Set Public Hearing	Public Hearing and Decision	2nd & possible 3rd Ordinance Reading
Major Design Exception (non single-unit residential uses)	Application Deadline	Late Application Deadline	Notification & Revision Deadline	Review and Recommendation			Public Hearing and Decision				
Major Design Exception (single-unit residential uses)						Application Deadline	Notification & Revision Deadline	Public Hearing and Decision			
Conditional Use or Conditional Expansion					Application Deadline	Late Application Deadline	Notification & Revision Deadline	Public Hearing and Decision			
Variance or Appeals					Application Deadline	Late Application Deadline	Notification & Revision Deadline	Public Hearing and Decision			

Month of Public Hearing:	City Planning Commission Meeting Schedule				Board of Adjustment Meeting Schedule				City Council Meeting Schedule		
	Application Deadline	Late Application Deadline	Notification & Revision Deadline	City Planning Commission Meeting (3:00pm)	Application Deadline	Late Application Deadline	Notification & Revision Deadline	Board of Adjustment Meeting (4:00pm)	Date of Public Hearing Set	City Council Public Hearing (4:00pm)	2nd and possible 3rd Ordinance reading
January, 2024	Dec 2, 2023	Dec 8, 2023	Dec 22, 2023	January 4	Dec 8, 2023	Dec 22, 2023	January 5	January 18	January 9	January 23	February 13
February	December 21	January 4	January 18	February 1	January 5	January 19	February 2	February 15	February 13	February 27	March 12
March	January 26	February 9	February 23	March 7	February 9	February 23	March 8	March 21	March 12	March 26	April 9
April	February 23	March 8	March 22	April 4	March 8	March 22	April 5	April 18	April 9	April 23	May 14
May	March 22	April 5	April 19	May 2	April 5	April 19	May 3	May 16	May 14	May 28	June 11
June	April 26	May 10	May 24	June 6	May 10	May 24	June 7	June 20	June 11	June 25	July 9
July	May 17	May 31	June 14	June 27*	June 7	June 21	July 5	July 18	July 9	July 23	August 13
August	June 21	July 5	July 19	August 1	July 5	July 19	August 2	August 15	August 13	August 27	September 10
September	July 26	August 9	August 23	September 5	August 9	August 23	September 6	September 19	September 10	September 24	October 8
October	August 23	September 6	September 20	October 3	September 6	September 20	October 4	October 17	October 8	October 22	November 5
November	September 27	October 11	October 25	November 7	October 11	October 25	November 8	November 21	November 5	November 19	December 3
December	October 25	November 8	November 22	December 5	November 8	November 22	December 6	December 19	December 3	December 17	January 14, 2025
January, 2025	November 22	December 6	December 20	Jan 2, 2025	December 6	December 20	Jan 3, 2025	Jan 16, 2025	January 14, 2025	January 28	February 11, 2025

* Indicates that date has been shifted due to City Holiday.

- All meeting dates and times are subject to change, the City will discuss review schedule with you upon receipt of application.

- Exceptions to application deadlines, Special Meetings, or accelerated review of applications may be requested but will be at the sole discretion of the City based on project need and availability. The City cannot waive notification periods and meeting requirements which may be mandated by local code or state law.

Action Item	Description	Applicant Responsibility
Application Deadline	Recommened deadline for all Applications. The timeframe permits City review of the application, time for the applicant to conduct a Neighborhood Meeting, if requested by the City, and for the applicant to complete any requested revisions.	Ensure all required materials are provided with the application. Concept Plan Reviews and informal consultation by staff prior to application submittal is encouraged to forecast City requirements, including Neighborhood Meeting requirements, which may impact project timeline. Email questions to zoning@cedar-rapids.org.
Late Application Deadline	Applications which are complete, routine, and where the City does not request a Neighborhood Meeting may be accepted up to this date.	
Notification & Revision Deadline	In order for applications to be placed on a Board of Commission agenda, ALL of the following must occur **by this date:** 1. Any neighborhood meetings required by the City shall be completed. 2. Any missing information or required revisions must be submitted to the City 3. Notification signs must be picked up and posted on the subject property.	Applicants are responsible for providing all required inforamtion, conducting all outreach, and posting notifications signs on the property by this date. Failure to meet all of these requirements may result in the case being delayed to the next month.
Review and Recommendation	City Planning Commission will hold a Public Hearing to review and provide a recommendation on the application.	Attendance at this meeting is expected. Forecast any issues with the City
Set Public Hearing	City Council consent agenda item to set a future Public Hearing	Applicants are not expected to attend this meeting.
Public Hearing and Decision	City Council or Board of Adjustment meeting to conduct a Public Hearing and provide a final decision on an application	Attendance at this meeting is expected. Forecast any issues with the City
2nd & Possible 3rd Ordinance Reading	Rezonings require adoption of an ordinance, which requires multiple readings on multiple dates. Typically the 2nd and 3rd Ordinance Reading is combined at the second Council Meeting.	Staff will discuss with applicants if attendance is expected.