

## 2020 CARMEL PLAN COMMISSION CALENDAR

TIMELINE: FILING AND NOTICE DEADLINES, DISTRIBUTION DATES<sup>1</sup>

| PC MEETING DATES*:<br>Third Tuesday | PUBLIC HEARING ITEMS & TAC FILING DEADLINES:<br>62 days prior to PC | TECHNICAL ADVISORY COMMITTEE (TAC) MEETING**:<br>Third Wednesday | PUBLIC NOTICE DEADLINE <sup>2</sup> :<br>21 days prior | PACKET/ FEE DEADLINE:<br>Usually mailed 11 days prior, by noon | DEPARTMENT REPORTS:<br>Mailed 5 days prior |
|-------------------------------------|---|--|--|--|--|
| January 21                          | November 20, 2019   | December 18, 2019  | December 31, 2019                                      | January 10, 2020   | January 16                                 |
| February 18                         | December 18, 2019   | January 15   | January 28   | February 07  | February 13                                |
| March 17                            | January 15  | February 19  | February 25  | March 06   | March 12                                   |
| April 21                            | February 19   | March 18   | March 31   | April 10   | April 16                                   |
| May 19                              | March 18  | April 15   | April 28   | May 08   | May 14                                     |
| June 16                             | April 15  | May 20   | May 26   | June 05  | June 11                                    |
| July 21                             | May 20  | June 17  | June 30  | July 10  | July 16                                    |
| August 18                           | June 17   | July 15  | July 28  | August 07  | August 13                                  |
| September 15                        | July 15   | August 19  | August 25  | September 04   | September 10                               |
| October 20                          | August 19   | September 16   | September 29   | October 09   | October 15                                 |
| November 17                         | September 16  | October 21   | October 27   | November 06  | November 12                                |
| December 15                         | October 14  | November 18  | November 24  | December 04  | December 10                                |
| January 19, 2021                    | November 18   | December 16  | December 29  | January 08   | January 14                                 |
| February 16, 2021                   | December 16   | January 20   | January 26   | February 05  | February 11                                |

## 2020 PLAN COMMISSION COMMITTEES CALENDAR

COMMERCIAL & RESIDENTIAL

TIMELINE: FILING DEADLINES & DISTRIBUTION DATES<sup>1</sup>

| MEETING DATES*:<br>First Tuesday (usually) | COMMITTEE ONLY ITEMS - FILING DEADLINE:<br>25 days prior by 5 p.m. | PACKET/FEE DEADLINE:<br>11 days prior, by noon | DEPARTMENT REPORTS:<br>Mailed 5 days prior |
|--|--|--|--|
| January 07                                 | December 13  | December 27                                    | January 02                                 |
| February 04                                | January 10   | January 24                                     | January 30                                 |
| March 03                                   | February 07  | February 21                                    | February 27                                |
| Tue, Mar 31                                | March 06   | March 20                                       | March 26                                   |
| Wed, May 06                                | April 09   | April 23                                       | Thu, Apr 30                                |
| June 02                                    | May 08   | May 22   | May 28                                     |
| July 07                                    | June 12  | June 26  | July 02                                    |
| August 04                                  | July 10  | July 24  | July 30                                    |
| September 01                               | August 07  | August 21                                      | August 27                                  |
| October 06                                 | September 11   | September 25                                   | October 01                                 |
| Thu, Nov 05                                | October 09   | October 23                                     | Fri, Oct 30                                |
| December 01                                | November 06  | November 20                                    | November 25                                |
| Jan 05, 2021                               | December 11  | Wed, Dec 23                                    | December 31                                |

<sup>1</sup>All scheduled dates are subject to change or cancellation.

### Additional Notes:

\* The Plan Commission and its Committees meet at 6 PM. The above Committee dates are those that follow the Plan Commission meeting dates displayed on the top chart.

\*\* Technical Advisory Committee (TAC) meets the 3<sup>rd</sup> Wednesday of the month at 9 AM in the DOCS Conference Room. The above TAC meeting dates are those that must be attended to proceed to the Plan Commission meeting displayed at the left of each row.

City Council meets the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month at 6 PM.

Board of Public Works & Safety meets the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month at 10 AM.

**For additional information, contact the Dept. of Community Services at (317) 571-2417 or view [www.carmeldocs.com](http://www.carmeldocs.com).**

Non-standard date

## **CARMEL PLAN COMMISSION PUBLIC NOTICE REQUIREMENTS**

The Commission requires the Petitioner to notify by **first class mail (with Certificate of Mailing)** all persons deemed by State Statute and the Commission to be Interested Parties as defined in the Rules of Procedure. Notice of all Public Hearings shall be published\* or sent not less than **21 days** prior to the Public Hearing date (not including the date of the hearing). Also, a **Notice of Public Hearing sign** shall be placed on the subject property by the Petitioner. The parties designated in the Rules of Procedure will be the persons designated by the Commission as the party responsible for causing the notice to be published. As per the Amendment of Article VII, Section 3, Plan Commission Rules of Procedure: petitioners must publish notice of public hearings (legal ads) in **The Current in Carmel**, for purposes of consideration. (**However**, where the premises that would be rezoned by an amendment to the zone maps is located within or adjacent to a non-Carmel postal ZIP code, Staff may (also) direct that the *Current in Westfield*, *the Current in Zionsville*, or *the Indianapolis Star* be deemed to be a locality newspaper that circulates within the City.

**The info below shall be included in both the published legal notice & notice of interested parties:**

- (a) Docket number and the substance of the matter to be heard
- (b) The legal description of the subject real estate OR Tax ID Parcel number(s)
- (c) General location of site by address, intersection or other identifiable geographic characteristic
- (d) Name of the person, agency or entity initiating the matter to be heard
- (e) A general description of the Petitioner's request of approval
- (f) Date, time and place of the Public Hearing
- (g) Statement that the petition may be examined at the Office of the Plan Commission (Carmel Dept. of Community Services)
- (h) Statement that any person may offer verbal comments at the Public Hearing or may file written comments prior to or at the hearing
- (i) Any other information that may be required by law to be contained in such Public Notice

**All meetings (unless otherwise noted) begin at 6:00 PM in the :**

Council Chambers (or Caucus Rooms)  
Carmel City Hall, 2nd Floor  
One Civic Square, Carmel IN 46032

**Written comments may be sent to:**

Carmel Plan Commission  
c/o Joe Shestak, Secretary  
Carmel City Hall  
One Civic Square  
Carmel, IN 46032  
Email: [jshestak@carmel.in.gov](mailto:jshestak@carmel.in.gov)

**Files may be examined at:**

Department of Community Services  
Division of Planning & Zoning  
Carmel City Hall, 3rd Floor  
Carmel, IN 46032  
phone: 317-571-2417

<sup>2</sup> Deadlines to the newspaper are 7 (or 2) days before this date, in order to be published on time. Please contact the specific newspaper (The Current and/or The Indianapolis Star) for their legal ad filing deadlines.