

2018 CARMEL PLAN COMMISSION CALENDAR
TIMELINE: FILING AND NOTICE DEADLINES, DISTRIBUTION DATES¹

PC MEETING DATES*: Third Tuesday	PUBLIC HEARING ITEMS & TAC FILING DEADLINES: 60 days prior	TECHNICAL ADVISORY COMMITTEE (TAC) MEETING**: Third Wednesday	PUBLIC NOTICE DEADLINE²: 21 days prior	PACKET/ FEE DEADLINE: Usually mailed 11 days prior, by noon	DEPARTMENT REPORTS: Mailed 5 days prior
January 16	November 17, 2017	December 20, 2017	December 26, 2017	January 05, 2018	January 11
February 20	December 22, 2017	January 17	January 30	February 09	February 15
March 20	January 19	February 21	February 27	March 09	March 15
April 17	February 16	March 21	March 27	April 06	April 12
May 15	March 16	April 18	April 24	May 04	May 10
June 19	April 20	May 16	May 29	June 08	June 14
July 17	May 18	June 20	June 26	July 06	July 12
August 21	June 22	July 18	July 31	August 10	August 16
September 18	July 20	August 15	August 28	September 07	September 13
October 16	August 17	September 19	September 25	October 05	October 11
November 20	September 21	October 17	October 30	November 09	November 15
December 18	October 19	November 21	November 27	December 07	December 13

2018 PLAN COMMISSION COMMITTEES CALENDAR
COMMERCIAL & RESIDENTIAL
TIMELINE: FILING DEADLINES & DISTRIBUTION DATES¹

MEETING DATES*: First Tuesday (usually)	COMMITTEE ONLY ITEMS - FILING DEADLINE: 18 days prior by 5 p.m.	PACKET/FEE DEADLINE: 11 days prior, by noon	DEPARTMENT REPORTS: Mailed 5 days prior
January 02	December 15	December 22	December 28
February 06	January 19	January 26	February 01
March 06	February 16	February 23	March 01
Tue, Apr 10	March 23	March 30	April 05
May 01	April 13	April 20	April 26
June 05	May 18	May 25	May 31
Thu, Jun 28	June 08	June 15	June 22
August 07	July 20	July 27	August 02
September 04	August 17	August 24	August 30
October 02	September 14	September 21	September 27
Thu, Nov 08	October 19	October 26	November 02
December 04	November 16	November 21	November 29
Thu, Jan 3, 2019	December 14	December 21	December 28

¹All 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 3rd 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 1st and 3rd Monday of each month at 6 PM.

Board of Public Works & Safety meets the 1st and 3rd 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.

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 Lisa Motz, Secretary
Carmel City Hall
One Civic Square
Carmel, IN 46032
Email : lmotz@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

² 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.