

2017 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 17	November 18, 2016	December 21, 2016	December 27, 2016	January 06, 2017	January 12
February 21	December 22, 2016	January 18	January 31	February 10	February 16
March 21	January 20	February 15	February 28	March 10	March 16
April 18	February 17	March 15	March 28	April 07	April 13
May 16	March 17	April 19	April 25	May 05	May 11
June 20	April 21	May 17	May 30	June 09	June 15
July 18	May 19	June 21	June 27	July 07	July 13
August 15	June 16	July 19	July 25	August 04	August 10
September 19	July 21	August 16	August 29	September 08	September 14
October 17	August 18	September 20	September 26	October 06	October 12
November 21	September 22	October 18	October 31	November 09	November 16
December 19	October 20	November 15	November 28	December 08	December 14

2017 PLAN COMMISSION COMMITTEES CALENDAR
SPECIAL STUDIES & SUBDIVISION
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 03	December 16	December 22	December 29
February 07	January 20	January 27	February 02
March 07	February 17	February 24	March 02
Tue, Apr 11	March 24	March 31	April 06
May 02	April 14	April 21	April 27
June 06	May 19	May 26	June 01
Thu, Jul 06	June 16	June 23	June 30
August 01	July 14	July 21	July 27
September 05	August 18	August 25	August 31
October 03	September 15	September 22	September 28
Thu, Nov 09	October 20	October 27	November 03
December 05	November 17	November 22	November 30
Jan 02, 2018	December 15	December 22	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.