

2016 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: 25 days prior	PACKET/ FEE DEADLINE: Usually mailed 11 days prior, by noon	DEPARTMENT REPORTS: Mailed 5 days prior
January 19	November 20, 2015	December 16, 2015	December 25	January 08	January 14
February 16	December 18	January 20	January 22	February 05	February 11
March 15	January 15	February 17	February 19	March 04	March 10
April 19	February 19	March 16	March 25	April 08	April 14
May 17	March 18	April 20	April 22	May 06	May 12
June 21	April 22	May 18	May 27	June 10	June 16
July 19	May 20	June 15	June 24	July 08	July 14
August 16	June 17	July 20	July 22	August 05	August 11
September 20	July 22	August 17	August 26	September 09	September 15
October 18	August 19	September 21	September 23	October 07	October 13
November 15	September 16	October 19	October 21	November 04	November 10
December 20	October 21	November 16	November 25	December 09	December 15

2016 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 05	December 18	December 28	December 31
February 02	January 15	January 22	January 28
March 01	February 12	February 19	February 25
March 29	March 11	March 18	March 24
Wed, May 04	April 15	April 22	April 29
June 07	May 20	May 27	June 02
July 05	June 17	June 24	June 30
August 02	July 15	July 22	July 28
September 06	August 19	August 26	September 01
October 04	September 16	September 23	September 29
November 01	October 14	October 21	October 27
December 06	November 18	November 23	December 01
Jan 03, 2017	December 16	December 22	December 29

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.

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 **25 days** prior to the Public Hearing date (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 purposed of consideration. (**However**, where the premises that would be rezoned by an amendment to the zone maps is located within or adjacent to a certaub 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
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.

Carmel Zip Codes

