

The City of Carmel established the Plan Commission (PC) to help plan for orderly growth and development in Carmel. Its responsibilities include assisting City Council develop and update the Carmel Unified Development Ordinance, Comprehensive Plan, Thoroughfare Plan, and other long-range plans for housing, transportation, parks, public facilities, and neighborhood & commercial development.

MEMBERSHIP

The PC is composed of 9 voting members:

- 5 members are appointed by the Mayor for a term of 4 years.
- 1 member is appointed by the Board of Public Works for a 1 year term.
- 1 member is appointed by Carmel Parks & Recreation, Engineering Department, and City Council for a 1 year term.

LAND USE MATTERS HEARD

- Primary and Secondary Plats
- Subdivision Waivers
- Condominium Plats
- Architecture, Design, Lighting/Landscaping, and Signage (ADLS)
- Commitment Amendments
- Development Plans
- Rezones or Planned Unit Developments (PUD)
- Amendment of Comprehensive Plan
- Plat Vacation
- Amendment of Zoning or Subdivision Ordinances

BACKGROUND MATERIAL

Usually, the City's Planning & Zoning Department staff will have prepared a written report, entitled *Department Report*, for each item on the PC agenda. Members of the public may obtain copies of this document at the Department of Community Services (3rd floor of City Hall). The Department of Community Services keeps written minutes and recordings of all PC meetings. Minutes are available to the public once they have been approved and signed.

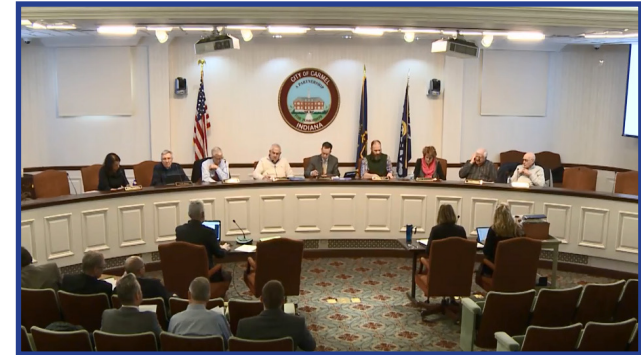
MORE INFORMATION

This pamphlet was prepared by the City of Carmel Department of Community Services in order to provide basic information about the Carmel Plan Commission. If you would like more information about these types of issues heard by the PC, there are general information documents on specific land use and appeals processes at the Department of Community Services Planning & Zoning or online at: www.carmel.in.gov

Note: This guide is for general information purposes only. For more specific information, please consult the Plan Commission Rules of Procedures and the Carmel Unified Development Ordinance.



City of Carmel
Department of Community Services
One Civic Square
Carmel, IN 46032
(317)-571-2417
www.carmel.in.gov



Understanding Carmel Plan Commission & Public Hearing Process



MEETING & PUBLIC HEARING GUIDE

All meetings of the Plan Commission (PC) are open to the public, except Executive sessions, held solely for administrative purposes.

Public Hearings are held on the third Tuesday of each month at 6:00 PM in the Council Chambers in City Hall (unless stated otherwise). The PC listens to opinions and arguments from citizens who are interested in items on the Commission's agenda as part of the public hearing process for each petition. At public hearings, input from the public is invited in written or spoken testimony, which becomes part of the official record on the issues considered. All speakers are respected while giving her/his opinions and are expected to do the same for department staff, Commission Members, and petitioners.

At the conclusion of the public hearing, the Commission may refer the petition to Committee for review and resolution of any outstanding issues. The Committee, in return recommends action back to the full Commission or has final authority and can approve the petition.



ORDER OF MEETING

Petitioner's Presentation:	15 Minutes
Public Comments:	20 Minutes
Petitioner's Rebuttal:	5 Minutes
Department of Community Services Comments:	At the end of the public hearing

The above table is the order of public hearing laid out in the Carmel Plan Commission Rules and Procedures. At the discretion of the majority of the Commission members present, the above time may be extended. The petitioner shall always be given the opportunity to give the final rebuttal (per Robert's Rule of Procedure).

WRITTEN & SPOKEN TESTIMONY

Written statements may take the form of emails or mail. Please send any letters to the Department of Community Services or the PC administrator at least five (5) days prior to the meeting. The PC administrator will distribute a copy to each PC member before the hearing. Commission members have often commented that this form of testimony is very effective because they have time to reflect on the statement. You can also give written testimonies to the Commission at the public hearing, however, the Commission members may not have adequate time to review the information.



Additionally, the Plan Commission President will call on members of the public who wish to speak to the Commission. This opportunity to hear from the public and ask questions is an essential part of the work of the Commission. Please speak directly into the microphone and state your name and community of residence. Then state your position. The president shall limit public comments to not more than three minutes per person or to a time limit of their choosing. Spoken testimony is summarized in the meeting minutes, and along with the written testimony, becomes part of the official record of the proceedings.

It is improper to contact individual Commission members. It may be perceived as an attempt to sway the vote. Citizens who wish to present their views orally on a specific land use issue are restricted to only testifying at the public hearing.

COMMITTEE MEETINGS

The Residential and Commercial Studies Committees are held on the first Tuesday of each month at 6:00 PM in the Caucus Rooms in City Hall (unless stated otherwise). The public is welcome to attend these meetings, however, are generally not invited to speak. The purpose of these meetings is for in-depth review of the issues brought forth in the prior public hearing. Negotiation occurs and a final recommendation is made to the Commission. Only under exceptional circumstances will the committee vote to accept public input of new concerns to insure proper assessment of the petition. Special session may be held from time to time.

TIPS WHEN ADDRESSING THE BOARD

- When the President asks if anyone from the public wants to speak, raise your hand.
- Walk to the podium and talk directly into the microphone.
- State your name, community in which you reside, and if applicable, who you are representing.
- State your position clearly.
- Do not repeat previous testimony. Simply state that you agree with the preceding speaker.
- Make one point at a time.
- Be factual. Rely on personal experience, not hearsay.
- Do not make personal attacks. This will eliminate your credibility.
- Limit yourself to three minutes or the allotted time given by the president.
- Respect all speakers. Booing, jeering, or applause is not appropriate.
- Simply say "thank you" when you are finished with your comments.
- Be respectful.