

## 2024 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 |
|-------------------------------------|---|--|--|--|--|
| <b>January 16, 2024</b>             | November 15, 2023   | December 20, 2023  | December 26, 2023                                      | January 05, 2024   | January 11, 2024                           |
| <b>February 20</b>                  | December 20, 2023   | January 17   | January 30   | February 09  | February 15                                |
| <b>March 19</b>                     | January 17  | February 21  | February 27  | March 08   | March 14                                   |
| <b>April 16</b>                     | February 14   | March 20   | March 26   | April 05   | April 11                                   |
| <b>May 21</b>                       | March 20  | April 17   | April 30   | May 10   | May 16                                     |
| <b>June 18</b>                      | April 17  | May 15   | May 28   | June 07  | June 13                                    |
| <b>July 16</b>                      | May 15  | June 19  | June 25  | July 05  | July 11                                    |
| <b>August 20</b>                    | June 19   | July 17  | July 30  | August 09  | August 15                                  |
| <b>September 17</b>                 | July 17   | August 21  | August 27  | September 06   | September 12                               |
| <b>October 15</b>                   | August 14   | September 18   | September 24   | October 04   | October 10                                 |
| <b>November 19</b>                  | September 18  | October 16   | October 29   | November 08  | November 14                                |
| <b>December 17</b>                  | October 16  | November 20  | November 26  | December 06  | December 12                                |
| <b>January 21, 2025</b>             | November 20   | December 18  | December 31  | January 10   | January 16                                 |
| <b>February 18, 2025</b>            | December 18   | January 15, 2025   | January 28   | February 07  | February 13                                |

## 2024 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 |
|--|--|---|--|
| <b>January 02</b>                          | December 08  | December 22                                   | December 28                                |
| <b>February 06</b>                         | January 12   | January 26                                    | February 01                                |
| <b>March 05</b>                            | February 09  | February 23                                   | February 29                                |
| <b>Tue, Apr 09</b>                         | March 15   | March 29                                      | April 04                                   |
| <b>Thu, May 09</b>                         | <i>Fri, Apr 12</i>   | <i>Fri, Apr 26</i>                            | <i>Fri, May 03</i>                         |
| <b>June 04</b>                             | May 10   | May 24  | May 30                                     |
| <b>July 02</b>                             | June 07  | June 21                                       | June 27                                    |
| <b>August 06</b>                           | July 12  | July 26                                       | August 01                                  |
| <b>September 03</b>                        | August 09  | August 23                                     | August 29                                  |
| <b>October 01</b>                          | September 06   | September 20                                  | September 26                               |
| <b>Thu, Nov 07</b>                         | <i>Fri, Oct 11</i>   | <i>Fri, Oct 25</i>                            | <i>Fri, Nov 01</i>                         |
| <b>December 03</b>                         | November 08  | November 22                                   | <i>Wed, Nov 27</i>                         |
| <b>Jan 07, 2025</b>                        | December 13  | December 27                                   | January 02                                 |

<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 virtually the 3<sup>rd</sup> Wednesday of the month at 9 AM. 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 petition may be examined at the Plan Commission Office (Carmel Dept. of Community Services) or on Laserfiche Online
- (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 Bric Butler, Secretary  
Carmel City Hall  
One Civic Square  
Carmel, IN 46032  
Email: [bbutler@carmel.in.gov](mailto:bbutler@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  
[\(or on Public Documents - Laserfiche online\)](#)

<sup>2</sup> Deadlines to the newspaper are 11 (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.