

2013 CARMEL PLAN COMMISSION CALENDAR

TIMELINE: FILING AND NOTICE DEADLINES, DISTRIBUTION DATES¹

MEETING DATES*: Third Tuesday	PUBLIC HEARING ITEMS & TAC FILING DEADLINES: 60 days prior	TECHNICAL ADVISORY COMMITTEE (TAC) MEETING**: Third Wednesday	PUBLIC NOTICE DEADLINE ² : 25 days prior	PACKET/ FEE DEADLINE: Usually mailed 11 days prior, by NOON	DEPARTMENT REPORTS: Mailed 5 days prior
January 15	November 16	December 19, 2012	December 21	January 07	January 10
February 19	December 21	January 16	January 25	February 08	February 14
March 19	January 18	February 20	February 22	March 08	March 14
April 16	February 15	March 20	March 22	April 05	April 11
May 21	March 22	April 17	April 26	May 10	May 16
June 18	April 19	May 15	May 24	June 07	June 13
July 16	May 17	June 19	June 21	July 08	July 11
August 20	June 21	July 17	July 26	August 09	August 15
September 17	July 19	August 21	August 23	September 06	September 12
October 15	August 16	September 18	September 20	October 04	October 10
November 19	September 20	October 16	October 25	November 08	November 14
December 17	October 18	November 20	November 22	December 06	December 12

2013 PLAN COMMISSION COMMITTEES

SPECIAL STUDIES & SUBDIVISION

TIMELINE: FILING DEADLINES & DISTRIBUTION DATES¹

MEETING DATES*: First Tuesday (usually)	COMMITTEE ONLY ITEMS - FILING DEADLINE: 18 days prior by 5pm	PACKET/FEE DEADLINE: 11 days prior, by NOON	DEPARTMENT REPORTS: Mailed 5 days prior
February 05	January 18	January 25	January 31
Wed, Mar 06	February 16	February 22	March 01
Mar 27, Wed.	March 08	March 22	March 22
May 07	April 19	April 26	May 02
June 04	May 17	May 24	May 30
July 02	June 14	June 21	June 27
August 06	July 19	July 26	August 01
September 03	August 16	August 23	August 29
October 01	September 13	September 20	September 26
November 05	October 18	October 25	October 31
December 03	November 15	November 22	November 27
January 07	December 20	December 26	January 02

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 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.

Carmel Common Council meets the 1st and 3rd Monday of each month at 6:00 p.m.

Board of Public Works meets the 1st and 3rd Wednesday of each month at 10:00 a.m.

For additional information contact the Department of Community Services at (317) 571-2417.

CARMEL PLAN COMMISSION PUBLIC NOTICE REQUIREMENTS

The Commission requires the Petitioner to notify by Certified Letter 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 *twenty-five (25) days* prior to the Public Hearing date (including the date of the hearing). 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. For the purposes of consideration, a newspaper or general circulation in the county in accordance with the Indiana Code is the **Noblesville Times** (phone: (765) 365-2316 ; E-mail: legals@thetimes24-7.com).

The following information shall be included in both the published legal notice and the 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 by address, intersection or other identifiable geographic characteristic of the property
- (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 Department 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:

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 **The Noblesville Times public notice ad deadline is 11am, two days prior to the actual print date.**