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MEMORANDUM

TO: John Brock, Town Clerk
CC: S. O’Keefe, Town Administrator
FROM: Thomas Harowski, AICP, Planning Consultant
SUBJECT: 2024-2025 Proposed Planning Board and DRC Schedule
DATE: July 31, 2024

As we typically do at this time of year, I have drafted a proposed meeting schedule with cut off dates for the Planning Board meetings. I recommend we place this item on the next Planning Board Agenda and have the Board approve the schedule. The proposed schedule begins in September 2024 and concludes with September 2025 so we can place our schedule on the same timing as the Town’s fiscal year.

I used the fourth Thursday of the month as the official meeting date, but I adjusted the meeting dates for November and December to avoid holidays. This schedule should give the staff time to verify the application is complete and all fees are paid; hold a DRC meeting if necessary; prepare staff reports and obtain any needed legal input; and complete the required advertising.

HOWEY-IN-THE-HILLS PLANNING BOARD AND DEVELOPMENT REVIEW COMMITTEE 2022-2023 MEETING SCHEDULE		
AGENDA CUT OFF DATE	DRC MEETING DATE	PLANNING BOARD MEETING DATE
August 23, 2024	September 12, 2024	September 26, 2024
September 27, 2024	October 10, 2024	October 24, 2024
October 25, 2024	November 14, 2024	November 21, 2024
November 29, 2024	December 12, 2024	December 19, 2024
December 20, 2024	January 9, 2025	January 23, 2025
January 24, 2025	February 13, 2025	February 27, 2025
February 28, 2025	March 13, 2025	March 27, 2025
March 28, 2025	April 10, 2025	April 24, 2025
April 25, 2025	May 8, 2025	May 22, 2025
May 30, 2025	June 12, 2025	June 26, 2025
June 27, 2025	July 10, 2025	July 24, 2025
July 25, 2025	August 14, 2025	August 28, 2025
August 23, 2025	September 11, 2025	September 25, 2025