

**MEMORANDUM**

**TO:** John Brock, Town Clerk  
**CC:** S. O'Keefe, Town Administrator  
**FROM:** Thomas Harowski, AICP, Planning Consultant  
**SUBJECT:** 2022-2023 Proposed Planning Board and DRC Schedule  
**DATE:** August 10, 2022

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As we discussed 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 with September 2022 and concludes with September 2023 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.

<b>HOWEY-IN-THE-HILLS PLANNING BOARD AND DEVELOPMENT REVIEW COMMITTEE 2022-2023 MEETING SCHEDULE</b>		
<b>AGENDA CUT OFF DATE</b>	<b>DRC MEETING DATE</b>	<b>PLANNING BOARD MEETING DATE</b>
August 26, 2022	September 8, 2022	September 22, 2022
September 30, 2022	October 13, 2022	October 27, 2022
October 28, 2022	November 10, 2022	November 17, 2022
November 18, 2022	December 8, 2022	December 22, 2022
December 30, 2022	January 12, 2023	January 26, 2023
January 27, 2023	February 9, 2023	February 23, 2023
February 24, 2023	March 9, 2023	March 23, 2023
March 31, 2023	April 13, 2023	April 27, 2023
April 28, 2023	May 11, 2023	May 25, 2023
May 26, 2023	June 8, 2023	June 22, 2023
June 30, 2023	July 13, 2023	July 27, 2023
July 28, 2023	August 10, 2023	August 24, 2023
August 25, 2023	September 7, 2023	September 21, 2023