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MEMORANDUM

TO: John Brock, Town Clerk
CC: S. O’Keefe, Town Administrator
FROM: Thomas Harowski, AICP, Planning Consultant
SUBJECT: 2023-2024 Proposed Planning Board and DRC Schedule
DATE: July 18, 2023

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 2023 and concludes with September 2024 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 25, 2023	September 14, 2022	September 28, 2022
September 29, 2023	October 12, 2023	October 26, 2023
October 20, 2023	November 2, 2023	November 16, 2023
November 17, 2023	December 7, 2023	December 21, 2023
December 22, 2023	January 11, 2024	January 25, 2024
January 27, 2024	February 8, 2024	February 22, 2024
February 23, 2024	March 14, 2024	March 28, 2024
March 29, 2024	April 11, 2024	April 25, 2024
April 26, 2024	May 9, 2024	May 23, 2024
May 30, 2024	June 13, 2024	June 27, 2024
June 28, 2024	July 11, 2024	July 25, 2024
July 26, 2024	August 8, 2024	August 22, 2024
August 30, 2024	September 12, 2024	September 26, 2024