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MEMORANDUM

TO: John Brock, Town Clerk
CC: M. MacFarlane, Mayor; S. O'Keefe, Town Administrator
FROM: Thomas Harowski, AICP, Planning Consultant
SUBJECT: 2021-2022 Proposed Planning Board and DRC Schedule
DATE: July 29, 2021

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 2021 and concludes with September 2022 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. I am recommending we move Development Review Committee from the third Thursday to the second Thursday of the month (two weeks before Planning Board) to allow a little more time for applicants to resubmit plans following the DRC review.

HOWEY-IN-THE-HILLS PLANNING BOARD AND DEVELOPMENT REVIEW COMMITTEE 2021-2022 MEETING SCHEDULE		
AGENDA CUT OFF DATE	DRC MEETING DATE	PLANNING BOARD MEETING DATE
August 27, 2021	September 9, 2021	September 23, 2021
October 1, 2021	October 14, 2021	October 28, 2021
October 22, 2021	November 4, 2021	November 18, 2021
November 19, 2021	December 2, 2021	December 16, 2021
December 30, 2021	January 13, 2022	January 27, 2022
January 28, 2022	February 10, 2022	February 24, 2022
February 25, 2022	March 10, 2022	March 24, 2022
April 1, 2022	April 14, 2022	April 28, 2022
April 29, 2022	May 12, 2022	May 26, 2022
May 27, 2022	June 9, 2022	June 23, 2022
July 1, 2022	July 14, 2022	July 28, 2022
July 29, 2022	August 11, 2022	August 25, 2022
August 26, 2022	September 8, 2022	September 22, 2022