

NOTICE

Issued by the Department of

Planning & Growth Management

Notice #
15-11

Release Date
12/2/15

Contact
Theresa Pickeral
Planning Division

Phone
301-638-2409

Charles County
Government

Department of
Planning & Growth
Management

Peter Aluotto
PGM Director



Equal Opportunity
County
Say No To Drugs

Meeting & Production Schedules for the Planning Commission, (2016)

This notice is to advise the public and the development community that the Department of Planning & Growth Management has established new "Meeting and Production Schedules" for 2016 for the Planning Commission. (See attached)

The purpose of establishing these schedules is as follows:

- To ensure that completed projects can be processed for these boards members to review in a timely manner.
- To allow applicants to plan ahead in anticipation of completion dates of their projects.
- To allow the county staff and board members to receive information and review projects in a uniform manner.
- To eliminate changes after project information has been distributed to the board and disseminated to the public.
- To comply with county requirements for public notification and ensure the public has access to complete and accurate project information.

"Those citizens with special needs, please contact Theresa Pickeral, Charles County Department of Planning and Growth Management, Planning Division, voice phone number @ (301)638-2409 or Maryland Relay Service TDD 1-800-735-2258."

Planning Commission Meeting and Production Schedule, 2016							
<i>Note that days are adjusted for holidays and newspaper publication dates as needed</i>							
Planning Commission Meeting Date	Publish Agenda and materials on Board Docs for the PC and public to review at least 7 days before the meeting	Publication Date. If needed, publish the public notice 19 days before meeting to meet the mandatory 14 day notice and allow publishing time	Packets mailed to Planning Commissioners (15 days before the meeting per the Zoning Code)	Staff reports finalized 20 days before the PC meeting	Agenda is finalized and closed 25 days before the meeting date	Final Deadline for Corrections: All agency reviews are completed, sign offs and copies provided to the staff project manager 30 calendar days before the meeting date *	Submission Deadline - Required to be considered for associated PC meeting date
January 11th	January 4th	December 23rd	December 28th	December 22nd	December 17th	December 11th	November 30th
January 26th	January 18th	January 6th	January 11th	January 5th	December 30th	December 25th	December 14th
February 8th	February 1st	January 20th	January 25th	January 19th	January 15th	January 8th	December 28th
February 22nd	February 15th	February 3rd	February 5th	February 2nd	January 27th	January 22nd	January 11th
March 7th	February 29th	February 17th	February 19th	February 16th	February 11th	February 5th	January 25th
March 21st	March 14th	March 2nd	March 7th	March 1st	February 25th	February 19th	February 8th
April 4th	March 28th	March 16th	March 21st	March 15th	March 13th	March 4th	February 22nd
April 18th	April 11th	March 30th	April 4th	March 29th	March 24th	March 21st	March 7th
May 2nd	April 25th	April 13th	April 18th	April 12th	April 7th	April 1st	March 21st
May 16th	May 9th	April 27th	May 2nd	April 26th	April 21st	April 15th	April 4th
June 6th	May 30th	May 18th	May 23rd	May 17th	May 12th	May 6th	April 25th
June 20th	June 13th	June 8th	June 6th	June 2nd	May 26th	May 20th	May 9th
July 11th	July 1st	June 22nd	June 27th	June 22nd	June 17th	June 10th	May 30th
July 25th	July 18th	July 6th	July 11th	July 5th	June 30th	June 26th	June 13th
August 8th	August 1st	July 20th	July 25th	July 19th	July 14th	July 8th	June 27th
August 22nd	August 15th	August 3rd	August 8th	August 16th	July 28th	July 22nd	July 11th

Planning Commission Meeting and Production Schedule, 2016								
<i>Note that days are adjusted for holidays and newspaper publication dates as needed</i>								
Planning Commission Meeting Date	Publish Agenda and materials on Board Docs for the PC and public to review at least 7 days before the meeting	Publication Date. If needed, publish the public notice 19 days before meeting to meet the mandatory 14 day notice and allow publishing time	Packets mailed to Planning Commissioners (15 days before the meeting per the Zoning Code)	Staff reports finalized 20 days before the PC meeting	Agenda is finalized and closed 25 days before the meeting date	Final Deadline for Corrections: All agency reviews are completed, sign offs and copies provided to the staff project manager 30 calendar days before the meeting date *	Submission Deadline - Required to be considered for associated PC meeting date	
September 12th	September 2nd	August 24th	August 29th	August 23rd	August 19th	August 12th	August 1st	
September 26th	September 19th	September 7th	September 9th	September 6th	September 1st	August 27th	August 15th	
October 17th	October 10th	September 28th	October 3rd	September 27th	September 25th	September 18th	September 2nd	
November 14th	November 7th	October 26th	October 31st	October 25th	October 20th	October 15th	October 3rd	
November 28th	November 21st	November 9th	November 14th	November 7th	November 3rd	October 28th	October 17th	
December 12th	December 5th	November 23rd	November 28th	November 22nd	November 17th	November 10th	October 31st	
	* missing or incompleted information will result in the project moving to the next meeting schedule							
* dates may be adjusted for holidays/weekends								