

Members

Greg Baber
Christopher Boyd
Frank Gammon
Lee Hallman
Scott Hensley
Jay Henson
Trina Loomis
Jeff Sny
Jodi Wright



Town Staff

Brian Richards
Director
Planning Department

Tracy Barron
Executive Assistant
Planning Department

Jacob Chambers
Staff Attorney

AGENDA

Planning Board Meeting

April 23, 2024 - 6:30 PM

TOWN HALL (101 Huntersville-Concord Road)

**Live Stream available via YouTube
@townofhuntersvillenc28078**

- 1. Call to Order/Roll Call**
- 2. Approval of Minutes**
 - 2.A. Consider approval of the March 26, 2024, regular meeting minutes.
- 3. Public Comments** - *Speakers are limited to 3 minutes. The Chairperson reserves the right to shorten the time limit for speakers when an unusually large number of persons have signed up to speak. Speakers may not give all or a portion of their time to other speakers*
- 4. Action Agenda**
 - 4.A. Consider a recommendation on Petition #TA24-03, a request by the Huntersville Planning Department to amend the Zoning Ordinance to clarify the intent of conditional rezoning districts, and to update the process through which code modifications are considered. (Brad Priest) *(Brad Priest)*
- 5. Other Business**
 - 5.A. Consider approval of amended 2024 Planning Board Meeting Schedule ()
- 6. Adjourn**

GENERAL MEETING INFORMATION

Planning Board:

The Planning Board functions as an advisory board to the Town Board on all requests for changes in the zoning laws, and ordinances of the Town of Huntersville subdivision requests pursuant to the Huntersville Subdivision Ordinance, and is empowered to make recommendations to the Town Board, or other governmental agencies consistent with the Planning Board's charged obligation to provide for proper planning for the future growth of the Town of Huntersville, and its environs. For more information visit

www.huntersville.org.

Meeting Time, Place and Agenda:

All meetings of the Board are open to the public and the public is invited and encouraged to attend. The Board meets in the Town Hall at 6:30 p.m. on the fourth Tuesday of each month (unless otherwise posted). Agendas are published Wednesdays before the meeting on our website. The Board reserves the right to deviate from the agenda.

Special Accommodations:

Anyone needing special accommodations when attending this meeting and/or if this information is needed in an alternative format please contact Tracy Barron. She can be reached by phone or fax: 704-766-2215, email: tbarron@huntersville.org or at 105 Gilead Rd, 3rd Floor, Huntersville, NC 28078. We request at least 72-hours' notice prior to the meeting to make the appropriate arrangements.

Minutes of the Town of Huntersville Planning Board

The Town of Huntersville Planning Board met at 6:30 p.m. on Tuesday, March 26, 2024.

Call to Order/Roll Call

Chairman Sny called the meeting to order at 6:30 pm.

Present: J. Sny, F. Gammon, J. Wright, J. Henson, S. Hensley & C. Boyd (arrived at 6:37 p.m.)

Absent: T. Loomis & L. Hallman

Approval of Minutes

Item 2A. Consider approval of the February 27, 2024, Regular Meeting Minutes

Motion: S. Hensley made a Motion to Approve the February 27, 2024, minutes. J. Wright seconded the motion.

Vote: The motion passed unanimously (5-0-1) with G. Baber abstaining due to absence.

Public Comments: None

Action Items

Item 4A: Consider a recommendation on petition #TA24-01, a request by the Huntersville Planning Department for a text amendment to the Zoning Ordinance to bring the text into compliance with North Carolina House Bill 600.

P. Patterson, Planner I entered his staff report into the record, a copy of which is attached hereto as Exhibit A and incorporated herein by reference. Staff reviewed the proposed text amendment.

The Board reviewed various administrative items related to wording and Legal review.

Motion: G. Baber made an Motion to Recommend Approval of TA24-01 based on consistency with all policies with the Huntersville 2040 Community Plan and compliance with State Statutes. It is reasonable and in the public interest to amend the Zoning Ordinance because it complies with the Huntersville Community Plan and State Statutes. J. Wright seconded the motion.

Vote: The motion passed unanimously (7-0).

Item 4B: Consider a recommendation on petition #TA24-02, a request by the Huntersville Planning Department for a text amendment to the Zoning Ordinance to clarify the Town's role in permitting, placement, and enforcement of campaign signs.

P. Patterson, Planner I entered his staff report into the record, a copy of which is attached hereto as Exhibit B and incorporated herein by reference. Staff reviewed the proposed text amendment.

J. Sny asked staff if they had considered that their proposed changes could possibly create two different standards. Staff provided the background and explained that the goal is to clarify that Town staff will only remove signs from Town maintained roads and the Town will require approval from all land owners to place signs on their property.

J. Snyder asked for confirmation on the proposed either/or date option. Staff confirmed that this is in keeping with the state wording as the date changes each year.

J. Snyder asked staff what a fully controlled access highway is, and how a parcel that is fronting both a Town and a State Road will be handled. Staff explained it is any interstate interchanges, and enforcement will occur relative to where the sign is placed.

C. Boyd asked for clarification on how the code enforcement process occurs relative to the stated timeline in the proposed language. Staff stated that at the deadline within the language code enforcement begins with a warning which allows the candidate to move their sign or request that staff move their sign. Failure to comply then could be met with sign removal and/or violations.

F. Gammon expressed concern relative to the proposed either/or date option and staff confirmed that they would review this and identify if there was a simpler way to state it.

F. Gammon commented that the proposed wording may not be consistent with town maintained right-of-way, right-of-way, and public right-of-way all being used which may cause some misunderstanding and inconsistencies. Staff commented that the wording is relative to establishing enforcement and they will review for consistency.

J. Snyder provided a red line version of the ordinance with suggestions relative to further clarifying the language. A copy was provided to each of the Board members and staff, a copy of which is attached hereto as Exhibit B-1 and incorporated herein by reference. Legal staff commented that the red line document appears fine. Further discussion was had relative to including a reference to the state statutes to clarify to anyone reading that these

Motion: J. Snyder made a Motion to Recommend Approval of TA24-02 with the modified language that was submitted as Exhibit B-1 with the modification to Article 9.A.1 to strike 'and' and keep the original entry of 'or.' It is reasonable and in the public interest to amend the Zoning Ordinance because it does clarify the signage ordinance and rules and hopefully makes for a better functioning election season. C. Boyd seconded the motion.

G. Baber asked Legal to confirm if both Article 9.A.1 and 9.A.2 should consistently state 'and' or 'or.' Staff confirmed that they will review the grammar and provide a consistent statement when this goes to Town Board for final action.

Vote: The motion passed unanimously (7-0).

Adjourn

Motion: C. Boyd made a Motion to Adjourn. G. Baber seconded the motion.

Vote: The motion passed unanimously (7-0).

Approved this ____ day of _____ 2024.

Chairman or Vice Chairman

Board Secretary

TA24-03 Conditional Zoning District - Intent and Modifications Amendment

PART 1: DESCRIPTION

TA24-03 is a text amendment request by the Town of Huntersville Planning Department to amend Article 3.1.2 and 11.4.7 to clarify the intent and zoning ordinance modification process for Conditional Zoning Districts.

PART 2: BACKGROUND

Several policies of the Huntersville 2040 Plan recommend that the Town look for ways to offer flexibility from zoning regulations to encourage developments with excellent design or which provide exceptional public benefit. Article 11.4.7 (k) of the Huntersville Zoning Ordinance currently allows for such flexibility through the conditional rezoning process. However, that flexibility is significantly limited. Modifications are allowed only when the “spirit of the regulations are maintained”. Currently then, major changes or eliminations of certain zoning requirements may be considered inappropriate due to not being consistent with the principle of the regulation or the intent of the underlying zoning district.

To allow the greater flexibility that the 2040 plan recommends, Planning Staff proposes to remove the reference to the “spirit of the regulations”. Thus, the Town Board would have broader legislative discretion on modifications to the zoning standards. For instance, the Town Board would be able to greatly decrease or modify a design requirement through the rezoning process. Design elements such as parking space number and location, building height, architecture, setbacks, lot width, lot size, tree save, landscaping, etc. could be amended. It would also open the ability for the Board to modify the density, attached residential percentage, and open space requirement of the underlying general zoning district.

However, to better clarify the intent and purpose for the new ordinance flexibility, Article 3.1.2 of the ordinance would also be amended with this application. This section would include specific examples of the types of projects that would be appropriate for conditional district rezoning approval; projects with design that exceeds the minimum ordinance standards (excellent design), that include a new or improved public space, or that provides exceptional public benefit. These additions though are meant to be examples and not an exhaustive list. The Town Board at its sole discretion would decide what projects qualify for a conditional zoning district and what modifications to the ordinance are appropriate.

PART 3: RELEVANT SECTIONS OF THE HUNTERSVILLE 2040 COMMUNITY PLAN

TA-23-04 is consistent with the following Huntersville 2040 Community Plan policies.

- **LU-8: Emphasize form and flexibility in Mixed-Use Centers, Employment Centers, the Town core, and Activity Centers.** *Staff Comment:* The proposed amendment would increase the flexibility to ordinance standards through the conditional zoning district process. The Town Board would have greater freedom to alter design requirements of the ordinance.
- **LU-8.2: Evaluate and strengthen incentives to encourage the achievement of higher design standards.** *Staff Comment:* The greater flexibility allowed through the conditional process would be a strong incentive for developments to raise the standard level of their design. Changes to Chapter 3.1.2 would also give specific examples of the higher design standards desired by the Town. Developers and

the public would then have a clear understanding of what type of project could qualify for a conditional rezoning district.

- **Excellence in Design Box – Page 66:** *Staff Comment:* This box highlights the 2040 plan’s emphasis on offering flexibility in exchange for excellent design. It gives examples of excellent design, including projects that offer “exceptional public benefit”. Staff took the language in this box and incorporated it in the intent language of Chapter 3.1.2. Therefore, it would be highlighted in the ordinance that the intent of the conditional rezoning district and ordinance design modifications is to achieve an excellent development project that exceeds the regular standards of the ordinance.
- **LU-10.4: Consider allowing additional flexibility in site design in exchange for more quality open space preservation to allow for conservation of natural resources in the Transitional and Rural zoning districts.** *Staff Comment:* Through the conditional district review process, the Town Board could approve greater design flexibility in exchange for quality and unique open space preservation.
 - **Benefits of Flexible Site Design Box – Page 83:** *Staff Comment:* This box highlights how flexibility to design standards can help conserve natural resources in less urban parts of the Town. By modifying the minimum lot sizes and setbacks of a subdivision, the development can better space the site so that natural resources are less disturbed. It notes that through the 2020 plan public input survey, 59% of survey participants supported providing flexibility in site design to protect natural resources. The proposed amendment would give the Town Board greater ability to provide flexibility to protect natural resources.

PART 4: STAFF RECOMMENDATION

Staff recommends approval of the proposed text amendment due to its consistency with policies LU-8, LU-8.1, and LU-10.4 of the Huntersville 2040 Plan. TA24-03 would provide greater flexibility to developments through the conditional rezoning process while at the same time encouraging extraordinary design.

It is reasonable and in the public interest to approve the application because it allows creative and unique developments that add exceptional public benefit to the Town’s built environment that would otherwise be restricted by the ordinance.

PART 5: HUNTERSVILLE ORDINANCE ADVISORY BOARD-

On March 7, 2024, the Huntersville Ordinance Advisory Board recommended to approve the application by a 5-1 vote.

PART 6: PUBLIC HEARING

The Public Hearing was held on April 1, 2024. No one from the public spoke for or against the application. After discussion between the Board and staff on the effect of the application, the public hearing was closed.

PART 7: PLANNING BOARD RECOMMENDATION

The Planning Board review of the application is scheduled for April 23, 2024.

PART 8: ATTACHMENTS

1. Text Amendment Application

2. Proposed Ordinance
3. HOAB Minutes

PART 9: STATEMENT OF CONSISTENCY – TA24-03		
Planning Department	Planning Board	Board of Commissioners
APPROVAL: In considering the proposed amendment TA24-03, Planning Staff recommends approval based on consistency with policies LU-8, LU-8.2, and LU-10.4 of the Huntersville 2040 Community Plan. It is reasonable and in the public interest to amend the Zoning Ordinance because it would provide greater flexibility to developments through the conditional rezoning process while at the same time encouraging extraordinary design with exceptional public benefit.	APPROVAL: In considering the proposed amendment TA24-03, the Planning Board recommends approval based on the amendment being consistent with <u>(insert applicable plan reference)</u> It is reasonable and in the public interest to amend the Zoning Ordinance because...<i>(Explain)</i>	APPROVAL: In considering the proposed amendment TA24-03, the Town Board recommends approval based on the amendment being consistent with <u>(insert applicable plan reference)</u> It is reasonable and in the public interest to amend the Zoning Ordinance because...<i>(Explain)</i>
DENIAL: N/A	DENIAL: In considering the proposed amendment TA24-03, the Planning Board recommends denial based on the amendment being <u>(consistent OR inconsistent)</u> with <u>(insert applicable plan reference)</u>. It is not reasonable and in the public interest to amend the Zoning Ordinance because.... <i>(Explain)</i>	DENIAL: In considering the proposed amendment TA24-03, the Town Board recommends denial based on the amendment being <u>(consistent OR inconsistent)</u> with <u>(insert applicable plan reference)</u>. It is not reasonable and in the public interest to amend the Zoning Ordinance because.... <i>(Explain)</i>

AN ORDINANCE TO AMEND THE TOWN OF HUNTERSVILLE ZONING ORDINANCE ON CONDITIONAL DISTRICT REZONINGS AND ORDINANCE MODIFICATIONS

Section 1. BE IT ORDAINED by the Board of Commissioners of the Town of Huntersville, North Carolina, that Article 3.1.2 of the Zoning Ordinance, Conditional Zoning Districts, is hereby amended as follows (new language in bold, removed language strikethrough):

3.1.2 Conditional Zoning Districts

Conditional zoning districts correspond to general districts. **Conditional zoning districts may be appropriate for situations including, but not limited to, the following:** ~~They provide for those situations where a particular use, properly planned, may be appropriate for a particular site, but where~~

1. The general district has insufficient standards to mitigate the site-specific impact on surrounding areas.
2. **Projects where modifications of the ordinance standards may be needed to provide flexibility for design that exceeds minimum ordinance standards.**
3. **Projects that provide a public benefit such as a new or improved public space or transportation improvements. Examples may include, but are not limited to, public streetscape improvements, parking facilities, greenway construction, transit facilities, etc.**

The Town Board in its sole discretion will determine the merit of the proposed conditional district. Uses that may be considered for a conditional zoning district are restricted to those uses permitted in the corresponding general zoning district. Conditional Zoning Districts are established on an individualized basis, at the request of all owners of the property to be included, according to the procedures of Section 11.4. Zoning of a conditional zoning district is not intended for securing early or speculative reclassification of property. It is expected that, in most cases, the standards of the General Districts appropriately regulate the site-specific impact of permitted uses and structures on surrounding areas.

Section 2. BE IT ORDAINED by the Board of Commissioners of the Town of Huntersville, North Carolina, that Article 11.4.7 (k). of the Zoning Ordinance, is hereby amended as follows:

11.4.7 (k) In approving a conditional zoning district, the Town Board may modify standards established in the Zoning or Subdivision ordinance ~~provided the spirit of the regulations are maintained.~~

Section 3. This ordinance shall become effective upon adoption.

HUNTERSVILLE ORDINANCE ADVISORY BOARD: Proposed 3/7/24

PLANNING BOARD: Proposed 4/23/24

TOWN BOARD: Proposed 5/6/24



Text Amendment Application

Date of Application _____ 2/26/24 _____

Fee

See Current Town of Huntersville Fee Schedule for Text Amendment to the Zoning/Subdivision Ordinance

Type of Change

____ New Addition to text of Zoning Ordinance / Subdivision Ordinance / Other

__x__ Revision/Modification to text of Zoning Ordinance / Subdivision Ordinance / Other

Description of Change

Proposed text amendment will affect the following:

Ordinance(s): _____ Chapter 3.1.2 and 11.4.7 K _____ Article(s): _____ Section(s): ____

See attached Ordinance

Current Ordinance

Proposed Text

Reason for Proposed Change

To update the intent of Conditional District Rezoning, and to clarify the decision standards for zoning ordinance modifications that are approved through the conditional rezoning process.

Attach additional pages if needed.

NOTE: If the proposed text amendment effects property located along Hwy 73; is 2000 feet from an adjoining municipality, and/or the Mountain Island and Lake Norman Watersheds, additional peer review is required.

Applicant

Printed Name _____ Brad Priest _____

☐ Corporation ☐ Limited Liability Company ☐ Trust ☒ Partnership ☐ Other: _____ Planning Staff _____

Signature _____ Date _____ 2/27/24 _____

Title _____ Assistant Planning Director _____ Email _____ bpriest@huntersville.org _____

Address of Applicant _____ 101 Huntersville Concord Road _____

Property Owner (if different than applicant)

* Printed Name _____

☐ Corporation ☐ Limited Liability Company ☐ Trust ☐ Partnership ☐ Other: _____

Signature _____ Date _____

Title _____ Email _____

Address of Property Owner _____

* Property owner hereby grants permission to the Town of Huntersville personnel to enter the subject property for any purpose required in processing this application.

Every owner of each parcel included in this application, or the owner (s) duly authorized agent, must sign this application. If signed by an agent on behalf of the Owner, this petition MUST be accompanied by a Limited Power of Attorney signed by the property owner (s) and notarized, specifically authorizing the agent to act on the owner (s) behalf in signing this application. Failure of each owner, or their duly authorized agent, to sign, or failure to include the authority of the agent signed by the property owner, will result in an INVALID APPLICATION. **If additional space is needed for signatures, attach the Town of Huntersville Signature Addendum Form.**

Contact Information

**Town of Huntersville
Planning Department**
PO Box 664
Huntersville, NC 28070

Phone: 704-875-7000
Fax: 704-875-6546
Physical Address: 105 Gilead Road, Third Floor, Huntersville, NC 28078
Website: <https://www.huntersville.org/228/Planning-Department>

Date Received By Planning Department: _____

Staff Initials: _____

Minutes of the Town of Huntersville Ordinance Advisory Board

The Town of Huntersville Ordinance Advisory Board met in person at 3:30 p.m. on Thursday, March 7, 2024.

Call to Order/Roll Call

Chairwoman Hallman called the meeting to order at 3:30 pm.

Voting Members Present: A. Hallman, K. Jones, M. Jones, S. Harrington, S. Hensley, and H. Whittaker

Voting Members Absent: J. Kluttz, M. Pollard & J. Palillo

Non-Voting Members Present: Commissioner Bergman, B. Richards, T. Barron, and E. Sloop.

Non-Voting Members Absent: None

Approval of Minutes

Item 2A. Consider approval of the January 4, 2024, Regular Meeting Minutes

Motion: M. Jones made a Motion to Approve the January 4, 2024, regular meeting minutes as amended. S. Harrington seconded the motion.

Vote: The motion passed unanimously (6-0).

Public Comments

G. Campbell, Huntersville

D. Boone, Huntersville

Action Agenda

4A. TA24-03: Conditional District. Proposed amendment to clarify the intent of the zoning districts and modify ordinance allowance considerations in the Conditional District (CD) rezoning process.

B. Priest, Assistant Planning Director reviewed the proposed text amendment.

K. Jones asked if there were examples of approved conditional rezonings that would have been handled differently had this text amendment been in place. Staff explained that there are no examples since the conditional rezoning process is entirely legislative the Town Board can negotiate the results. This amendment is an attempt to give some idea of what the results could be but does not seek to lock in one way or another what the results will be without the legislative process.

M. Jones commented that he likes the flexibility but it might be good to add some language to this to avoid creating liability for the Town as the flexibility is subject to N.C.G.S. 160D-702b. Staff clarified that it was intentional in the draft of this amendment to continue to allow Zoning Ordinance Article 11.4.7 to deal with the requirements and actual process of approving

conditional rezonings which highlights that all conditions must be voluntary and cannot violate 160D or make someone do something arbitrary. This amendment is to Article 3 which is the intent, the high-level vision and goals.

H. Whittaker asked what the Town would gain from this versus what we currently have. A. Hallman also asked about why this type of change is needed. Staff commented that the goal is to gain more flexibility in what we can negotiate on with the applicant. The proposed amendment could allow staff when meeting with the applicant to have more flexibility to share with them the 2040 Plan goals and vision to try to get better design and better development.

S. Hensley described the proposed amendment as lowering the guardrails and asked if there are still guardrails in place within the proposed amendment to ensure that the legislative process is properly executed. Staff responded that the Town Board would really be the guardrails, the proposed amendment and the 2040 Plan wording are to increase flexibility. There are many unique designs and projects that the Ordinance, written in 1996, does not envision. The statement within the Zoning Ordinance that a project be within the spirit of the ordinance can be limiting.

Motion: K. Jones made a motion to recommend Approval of TA24-03, a request by Huntersville Planning Department for a text amendment. S. Hensley seconded the motion.

A. Hallman commented that the legislative process seems to grant full flexibility already so she doesn't see how this would help one way or another. Staff provided an example of downtown parking and that there is no flexibility that staff can support at this time, but some projects and parcels could really benefit from requesting a condition to have parking requirements waived.

Vote: The motion passed (5-1) with A. Hallman opposed.

4B. TA24-04: Proposed amendment to remove reference to Ordinance Advisory Board from Zoning Ordinance Article 11.4.3(a) and Subdivision Ordinance Article 5.000

B. Richards, Planning Director reviewed the proposed text amendment as a result of the adoption of the updated Ordinance Advisory Board Rules of Procedure on Monday, March 4, 2024, by the Town Board.

M. Jones requested that it be noted in the minutes that the updated rules of procedure have not been signed by the mayor and therefore the Board is not yet subject to the updated rules of procedure. Additionally, the agenda was changed without the consent of the Board Chair. Staff stated that the rules of procedure have been signed by the mayor and the email was just sent to the Board members.

Motion: K. Jones made a motion to Approve TA24-04, proposed amendment to remove reference to Ordinance Advisory Board from Zoning Ordinance Article 11.4.3(a) and Subdivision Ordinance Article 5.000. S. Harrington seconded the motion.

H. Whittaker asked what the purpose of his volunteering for this Board was with these changes. The Chair responded that with these changes the Board will serve the purpose of hearing and discussing only what staff presents to them.

K. Jones stated that it was explained to her by the previous Planning Director that her role was to look at ordinances and offer suggestions to Staff for text amendments, not to write or submit something for a text amendment. She then asked when the intent of the Board changed. Staff responded that the evolution of the Ordinance and Board are an on going process and subject to change.

S. Hensley commented that he was not in support of the changing of the bylaws but it has been done and now this text amendment falls within the scope of what the Ordinance Advisory Board is tasked to complete. Given the change to the bylaws he will support the motion but he would have preferred no action on this item.

A. Hallman commented that she understands that the bylaws have passed but she disagrees with this change. She does not believe that this is in the public interest and she understands that the vote of this board does not matter, the item will move forward.

Vote: The motion failed (1-4-1) with A. Hallman, M. Jones, S. Harrington, K. Jones opposed and H. Whittaker abstaining.

Motion: A. Hallman made a motion to Deny TA24-04, proposed amendment to remove reference to Ordinance Advisory Board from Zoning Ordinance Article 11.4.3(a) and Subdivision Ordinance Article 5.000. M. Jones seconded the motion.

Vote: The motion passed (5-0-1) with S. Hensley abstaining.

Other Business

5A. Follow up discussion related to street stubs.

B. Richards, Planning Director reviewed the connectivity goals as outlined in the 2040 Long Range Community Plan. Staff stated that the Engineering Standards guide does review curb cuts and sidewalks and there are existing developments that were approved prior to the current standards which were adopted in 2018. S. Trott, Director of Engineering provided examples around Town of the variety of curb cuts, sidewalks, cul-de-sac that exist in the Town.

S. Harrington commented that he is satisfied knowing that the standards are in place to ensure that pedestrians and persons in wheelchairs have a safe and accessible way to cross the street. In his opinion, the goal has never been to go back and mitigate developments prior to 2018.

S. Hensley asked staff if they were comfortable with the current process, or if they feel that any changes should be made to address this further. Staff stated that they are comfortable with the current process.

Adjourn

Motion: H. Whittaker made a Motion to Adjourn. M. Jones seconded the motion.

Vote: The motion passed unanimously (6-0).

Approved this ____ day of _____ 2024.

Chair or Vice Chair

Board Secretary

MEMO



To:	Planning Board
From:	Planning Department
Date:	March 21, 2024
Re:	Amended 2024 Planning Board Meeting Schedule

On March 18, 2024, the Town Board adopted an adjusted meeting schedule to begin holding Town Board meetings on the 1st and 3rd Tuesday of each month beginning July 1, 2024. Due to this there is a conflict with the Planning Board adopted meeting dates for November and December due to the holiday season.

Staff proposes adjusting these dates to the 3rd Wednesday of the month as indicated below and has confirmed the availability of the Board Room.

Please state in your motion which of these dates the Board prefers so staff can update the Submission Schedule.

- **January 23**
- **February 27**
- **March 26**
- **April 23**
- **May 28**
- **June 25**
- **July 23**
- **August 27**
- **September 24**
- **October 22**
- **November 26 (3rd Wednesday: November 20)**
- **December 24 (3rd Wednesday: December 18)**

NOVEMBER						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 TOWN BOARD	6	7 HOAB	8	9
10	11	12 BOA (AS NEEDED)	13	14	15	16
17	18	19 TOWN BOARD	20 PROPOSED PLANNING BOARD	21	22	23
24	25	26	27	28 THANKSGIVING	29 THANKSGIVING	30

DECEMBER						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 TOWN BOARD	4	5 HOAB	6	7
8	9	10 BOA (AS NEEDED)	11	12	13	14
15	16	17 TOWN BOARD	18 PROPOSED PLANNING BOARD	19	20	21
22	23	24 CHRISTMAS	25 CHRISTMAS	26 CHRISTMAS	27	28
29	30	31				