

**2020 Zionsville Plan Commission Meeting Dates and Deadlines**  
**Red Text-Indicates date change due to a Holiday or Scheduling Conflicts**

<b>Process Dates</b>	<b>Deadlines for January meeting</b>	<b>Deadlines for February meeting</b>	<b>Deadlines for March meeting</b>	<b>Deadlines for April meeting</b>
Filing Deadline	Tuesday December 17, 2019	Tuesday January 14, 2020	Tuesday February 11, 2020	Tuesday March 17, 2020
Distribution to Dept. Heads	Wednesday December 18, 2019	Wednesday January 15, 2020	Wednesday February 12, 2020	Wednesday March 18, 2020
Internal Town Review Meeting	<b>Friday December 20 2019</b>	Wednesday January 22, 2020	Wednesday February 19, 2020	Wednesday March 25, 2020
TAC meeting with Petitioner 1:30pm	<b>Monday December 30, 2019</b>	Thursday January 23, 2020	<b>Friday February 21, 2020-1:30pm</b>	<b>Friday March 27, 2020-9:00am</b>
Revised plans due	Friday January 03, 2020	Friday January 31, 2020	Friday February 28, 2020	Friday April 03, 2020
Review revised plans w/ Dept. Heads	Wednesday January 08, 2020	Wednesday February 05, 2020	Wednesday March 04, 2020	Wednesday April 08, 2020
Draft staff reports due	Friday January 10, 2020	Friday February 07, 2020	Friday March 06, 2020	Friday April 10, 2020
Final staff reports due	Tuesday January 14, 2020	Tuesday February 11, 2020	Tuesday March 10, 2020	Tuesday April 14, 2020
Distribution to Plan Commissioners	Wednesday January 15, 2020	Wednesday February 12, 2020	Wednesday March 11, 2020	Wednesday, April 15, 2020
<b>Plan Commission meeting</b>	<b>Tuesday January 21, 2020</b>	<b>Tuesday February 18, 2020</b>	<b>Monday March 16, 2020</b>	<b>Monday April 20, 2020</b>
<b>Process Dates</b>	<b>Deadlines for May meeting</b>	<b>Deadlines for June meeting</b>	<b>Deadlines for July meeting</b>	<b>Deadlines for August meeting</b>
Filing Deadline	Tuesday April 14, 2020	Tuesday May 12, 2020	Tuesday June 16, 2020	Tuesday July 14, 2020
Distribution to Dept. Heads	Wednesday April 15, 2020	Wednesday May 13, 2020	Wednesday June 17, 2020	Wednesday July 15, 2020
Internal Town Review Meeting	Wednesday April 22, 2020	Wednesday May 20, 2020	Wednesday June 24, 2020	Wednesday July 22, 2020
TAC meeting with Petitioner 1:30pm	Thursday April 23, 2020	Thursday May 21, 2020	Thursday June 25, 2020	Thursday July 23, 2020
Revised plans due	Friday May 01, 2019	Friday May 29, 2020	<b>Thursday July 02, 2020</b>	Friday July 31, 2020
Review revised plans w/ Dept. Heads	Wednesday May 06, 2020	Wednesday June 03, 2020	Wednesday July 08, 2020	Wednesday August 05, 2020
Draft staff reports due	Friday May 08, 2020	Friday June 05, 2020	Friday July 10, 2020	Friday August 07, 2020
Final staff reports due	Tuesday May 12, 2020	Tuesday June 09, 2020	Tuesday July 14, 2020	Tuesday August 11, 2020
Distribution to Plan Commissioners	Wednesday May 13, 2020	Wednesday June 10, 2020	Wednesday July 15, 2020	Wednesday August 12, 2020
<b>Plan Commission meeting</b>	<b>Monday May 18, 2020</b>	<b>Monday June 15, 2020</b>	<b>Monday July 20, 2020</b>	<b>Monday August 17, 2020</b>
<b>Process Dates</b>	<b>Deadlines for September meeting</b>	<b>Deadlines for October meeting</b>	<b>Deadlines for November meeting</b>	<b>Deadlines for December meeting</b>
Filing Deadline	Tuesday August 18, 2020	Tuesday September 15, 2020	Tuesday October 13, 2020	Tuesday November 17, 2020
Distribution to Dept. Heads	Wednesday August 19, 2020	Wednesday September 16, 2020	Wednesday October 14, 2020	Wednesday November 18, 2020
Internal Town Review Meeting	Wednesday August 26, 2020	Wednesday September 23, 2020	Wednesday October 21, 2020	<b>Monday November 30, 2020</b>
TAC meeting with Petitioner 1:30pm	Thursday August 27, 2020	Thursday September 24, 2020	Thursday October 22, 2020	<b>Tuesday December 01, 2020</b>
Revised plans due	Friday September 04 2020	Friday October 02, 2020	Friday October 30, 2020	<b>Monday December 07, 2020</b>
Review revised plans w/ Dept. Heads	Wednesday September 09, 2020	Wednesday October 07, 2020	Wednesday November 04, 2020	Wednesday December 09, 2020
Draft staff reports due	Friday September 11, 2020	Friday October 09, 2020	Friday November 06, 2020	Friday December 11, 2020
Final staff reports due	Tuesday September 15, 2020	Tuesday October 13, 2020	Tuesday November 10, 2020	Tuesday December 15, 2020
Distribution to Plan Commissioners	Wednesday September 16, 2020	Wednesday October 14, 2020	<b>Thursday November 12, 2020</b>	Wednesday December 16, 2020
<b>Plan Commission meeting</b>	<b>Monday September 21, 2020</b>	<b>Monday October 19, 2020</b>	<b>Monday November 16, 2020</b>	<b>Monday December 21, 2020</b>

**Timely Notice Is Required. See attached for Notice Requirements**

# Plan Commission Notice Requirements for Petitions for Zone Map Change, Modification of Commitments, Subdivision Plats, Development Plans or Vacation of Land

Notice of all *Petitions* for zone map change, modification of commitments, subdivision plats, development plans or vacation of land for public hearing before the *Plan Commission* shall be given to all interested parties or property owners in the following manner:

## 1. Notice by Publication

Notice, in a form approved by the *Secretary*, shall be published by the *Petitioner* in accordance with I.C. 5-3-1 at least ten (10) days prior to the date of the public hearing.

The *Petitioner* shall be responsible for the cost of such publication.

## 2. Notice by Mailing

Notice, in a form approved by the *Secretary* in accordance with the requirements of I.C. 36-7-4-604, shall be mailed to each interested party.

Notice by mailing shall be given by certified mail, return receipt requested, at least ten (10) days prior to the date of the hearing.

The requirements of mailing notice shall not be applicable to *Petitions* initiated by the *Plan Commission*.

## 3. Interested Parties

a. Interested parties for a *Petition* for zone map change, modification of commitments, subdivision plat and development plan approval shall include:

(1) All owners of property within the area included in the *Petition* who are not *Petitioners*; and,

(2) All owners of adjoining parcels to a depth of one (1) ownership surrounding the perimeter of the area included in the *Petition*.

In the case of property which has been submitted to the Horizontal Property Law (I.C. 36-1-6), notice shall be given only to the association of co-owners.

For the purpose of notice requirements contained in this subsection a., where any immediately adjoining parcel is owned by the *Petitioner*, the subject property of the *Petition* shall be deemed to include the immediately adjoining parcel owned by the *Petitioner*.

For the purpose of notice requirements contained in this subsection a., where any immediately adjoining parcel is a dedicated right-of-way, railroad right-of-way or private alley or street, the subject property of the *Petitioner* shall be deemed to include the portion of the right-of-way or private street that is contiguous and adjacent to the parcel owned by the *Petitioner*.

b. Interested parties for a *Petition* for the vacation of land in a plat shall include all property owners within said plat.

c. In determining the name and address of legal title owners, the records of the Boone County Auditor, or the appropriate office designated in an adjoining county, at a point in time within fourteen (14) days of the date of filing, shall be deemed to be the true names and addresses of all persons entitled to receive notice.



**Town of Zionsville**  
**Plan Commission - Board of Zoning Appeals**  
**Public Notice Contact Information**

Notice by publication in one (1) newspaper of general circulation is required in accordance with LC. 5-3-1 **at least ten (10) days prior to the date of the public hearing**. Below is a list of newspapers of general circulation available for publication of legal notice (not an exhaustive list).

**Current in Zionsville**

[www.currentzionsville.com](http://www.currentzionsville.com)

Brian Kelley

# 317-414-7879

[brian@youarecurrent.com](mailto:brian@youarecurrent.com)

**Lebanon Reporter**

[www.reporter.net](http://www.reporter.net)

Jaime Hensley

[jaime.hensley@indianamediaingroup.com](mailto:jaime.hensley@indianamediaingroup.com)

# 765-640-2318

**Indianapolis Star**

[www.indystar.com](http://www.indystar.com)

# 317-444-4444

[publicnotices@indystar.com](mailto:publicnotices@indystar.com)