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**THE TOWN OF KILL DEVIL HILLS
NORTH CAROLINA**

PLANNING DEPARTMENT

December 15, 2020

Memorandum

To: Planning Board

From: Meredith B. Guns, Planning Director *MBS*

Subject: 2021 Planning Board Meeting Schedule

Staff is requesting the Planning Board consider amending its regular meeting schedule for 2021 to include only one regularly scheduled meeting per month. The proposed Board of Commissioners meeting schedule that includes only one meeting the months of February, March, July, August, September, October, November and December. This schedule has worked well for the past several years and if there is pressing business the Planning Board can always schedule additional meetings.

The proposed meeting schedule eliminates the first meeting of the month, which will not delay site plans from moving forward to the Board of Commissioners. The October meeting is moved up a week due to 2021 elections. The Board may want to consider moving the December meeting up because it is close to the holiday.

If the Planning Board agrees then the meeting schedule for the 2021 calendar year would be:

- January 19, 2021
- February 16, 2021
- March 16, 2021
- April 20, 2021
- May 18, 2021
- June 15, 2021
- July 20, 2021
- August 17, 2021
- September 21, 2021
- October 12, 2021
- November 16, 2021
- December 21, 2021