



STAFF MEMORANDUM

TO: Planning Board Members
FROM: Alicia Brennan, Planning & Conservation Coordinator
FOR: November 4, 2025
RE: 2026 Draft Planning Board Meeting Schedules & Filing Deadlines

Attached are two drafts of Planning Board meeting schedules and filing deadlines. Draft 1 includes an optional extra meeting in late January if necessary to formalize any potential zoning amendments for the 2026 Annual Town Meeting, but includes only one meeting in July to allow members a break from meetings during the summer peak. Draft 2 includes the typical two scheduled meetings per month. Staff has sought to schedule meetings around major holidays and school vacations and no meetings are scheduled between March 17-25 due to the Library's scheduled Spring Book Sale.

The Board should discuss which schedule option it prefers and has the option to adopt the 2026 Schedule at the November 4, 2025 meeting.



TOWN OF HAMILTON
Planning Department/Planning Board

650 Asbury Street, Hamilton, MA 01982

Mailing: P.O. Box 429

(978) 626-5251 • planning@hamiltonma.gov

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DRAFT 1

HAMILTON PLANNING BOARD
2026 APPLICATION DEADLINES & MEETING SCHEDULE

Meetings begin at 7 PM, at the Hamilton-Wenham Library, 14 Union Street, unless otherwise noted.

<u>Application Deadline</u>	<u>Meeting Date</u>
<i>Zoning Workshop, No applications accepted.</i>	Tuesday, January 6, 2026
December 16, 2025	Tuesday, January 20, 2026
<i>Reserved potential additional meeting date. No applications accepted.</i>	Tuesday, January 27, 2026
January 5, 2026	Tuesday, February 3, 2026
January 26, 2026	Tuesday, February 24, 2026
February 9, 2026	Tuesday, March 10, 2026
March 2, 2026	Tuesday, March 31, 2026
Annual Town Meeting	Saturday, April 4, 2026, HWRHS, 9 am
March 9, 2026	Tuesday, April 7, 2026
March 30, 2026	Tuesday, April 28, 2026
April 6, 2026	Tuesday, May 5, 2026
April 20, 2026	Tuesday, May 19, 2026
May 4, 2026	Tuesday, June 2, 2026
May 18, 2026	Tuesday, June 16, 2026
June 15, 2026	Tuesday, July 14, 2026
July 6, 2026	Tuesday, August 4, 2026
July 20, 2026	Tuesday, August 18, 2026
August 10, 2026	Tuesday, September 8, 2026
August 24, 2026	Tuesday, September 22, 2026
September 3, 2026	Tuesday, October 6, 2026
September 21, 2026	Tuesday, October 20, 2026
October 5, 2026	Tuesday, November 3, 2026
October 19, 2026	Tuesday, November 17, 2026
November 2, 2026	Tuesday, December 1, 2026
November 16, 2026	Tuesday, December 15, 2026

Due to current limitations in availability of meeting spaces, this schedule may be revised throughout the year. Please check the Hamilton Planning Board webpage for updates.

Only applications judged to be complete will be posted for public hearing on a Planning Board agenda. The Planning Director will confirm meeting agenda dates with applicants via email.

Approved by the Planning Board on:



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DRAFT 2

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