

# MEMORANDUM



TO: Members of the Planning Commission  
FROM: Barbara <sup>Buck</sup>McBeth, AICP, Community Development  
SUBJECT: Calendar 2011  
DATE: August 20, 2010

The Community Relations Division is putting together the 2011 Annual Report/Calendar for the City of Novi. All city departments have been asked to forward important dates for inclusion on the calendar.

The attached draft calendar includes suggested dates for the Planning Commission meetings, which are primarily the second and fourth Wednesday of each month, and are highlighted in blue. The City Council tentative meeting dates are also provided, along with city-recognized events and holidays. Also, please note that the Zoning Board of Appeals generally meets the second Tuesday of each month.

For 2011, staff is suggesting one meeting in November and one meeting in December. Alternatively, the Planning Commission may wish to allow for two meetings each month, and then cancel meetings if there is no reason to meet. It is expected that the Planning Commission meetings will continue the starting time of 7 p.m.

As we have provided in the past, suggested meeting dates for Planning Commission Committees are provided below for consideration:

<b>Planning Commission Committee</b>	<b>Tentative Meeting Dates</b>
Administrative Liaison	Prior to the 1 <sup>st</sup> PC meeting in January
Budget and Planning Studies	Prior to the 2 <sup>nd</sup> PC meeting in January
Capital Improvement	As advised by the Finance Department, generally late January/early February
Communication and Community Liaison	As needed
Environmental	As needed
Implementation	Prior to 1 <sup>st</sup> PC meeting in May and November
Main Street	As needed
Master Plan and Zoning	Prior to 1 <sup>st</sup> PC meeting in April and October
Rules	Prior to 1 <sup>st</sup> PC meeting in June
Walkable Novi	Prior to the Parks Recreation and Cultural Services Commission meeting, generally 2 <sup>nd</sup> Thursday of each month
Zoning Board of Appeals	Generally, 2 <sup>nd</sup> Tuesday of each month

Additional committee meetings may be scheduled, as needed.

Consideration of the Planning Commission meeting dates is scheduled for discussion and approval on August 25<sup>th</sup>. Feel free to contact the Planning Division if there are any questions.

# January 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<i>12/30/10 City Offices, Recycling Center Closed</i>	<i>12/31/10 City Offices, Recycling Center Closed</i>	<i>1 New Years Day</i>
2	3	4	5	6	<i>7 City of Novi Appreciation Dinner</i>	<i>8 City Council Coal Setting</i>
9	<i>10 City Council</i>	11	<i>12 Planning Commission</i>	13	14	15
16	<i>17 Martin Luther King Day City Offices, Recycling Center Closed</i>	18	19	<i>20 State of the City</i>	21	<i>22 Homeowner Leader Breakfast</i>
23	<i>24 City Council</i>	25	<i>26 Planning Commission</i>	27	28	29
30	31					

# February 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 <i>City Council</i>	8	9 <i>Planning Commission</i>	10	11	12
13	14 <i>Valentines Day</i>	15	16	17	18	19
20	21 <i>President's Day City Offices, Recycling Center Closed</i>	22	23 <i>Planning Commission</i>	24	25	26
27	28 <i>City Council</i>					

# March 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 <i>City Council</i>	8	9 <i>Planning Commission</i>	10	11	12
13 <i>Daylight Savings Time Begins</i>	14	15	16	17 <i>St. Patrick's Day</i>	18	19
20 <i>First Day of Spring</i>	21 <i>City Council</i>	22	23 <i>Planning Commission</i>	24	25	26
27	28	29	30	31		

# April 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 City Council	5	6	7	8	9
10	11	12	13 Planning Commission	14	15	16 Budget Discussion
17	18 City Council	19 First Day of Passover	20 Budget Discussion (if necessary)	21	22 Good Friday City Offices, Recycling Center Closed	23
24 Easter Sunday	25	26 Last Day of Passover	27 Planning Commission	28	29	30 Budget Discussion (if necessary)

# May 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<i>1 Arbor Day</i>	2	3	4	5	6	7
<i>8 Mother's Day</i>	<i>9 City Council</i>	<i>10</i>	<i>11 Planning Commission</i>	<i>12</i>	<i>13</i>	<i>14</i>
<i>15</i>	<i>16</i>	<i>17</i>	<i>18</i>	<i>19</i>	<i>20</i>	<i>21</i>
<i>22</i>	<i>23 City Council</i>	<i>24</i>	<i>25 Planning Commission</i>	<i>26</i>	<i>27</i>	<i>28</i>
<i>29</i>	<i>30 Memorial Day City Offices, Recycling Center Closed</i>	<i>31</i>				

# June 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 <i>City Council</i>	7	8	9	10	11
12	13	14	15 <i>Planning Commission</i>	16	17	18
19 <i>Father's Day</i>	20 <i>City Council</i>	21 <i>First Day of Summer</i>	22	23	24	25
26	27	28	29 <i>Planning Commission</i>	30		

# July 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 <i>Independence Day</i> <i>City Offices,</i> <i>Recycling Center</i> <i>Closed</i>	5	6	7	8	9
10	11 <i>City Council</i>	12	13 <i>Planning</i> <i>Commission</i>	14	15	16
17	18 <i>City Council</i>	19	20	21	22	23
24	25	26	27 <i>Planning</i> <i>Commission</i>	28	29	30
31						



# August 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<i>1 Ramadan Begins</i>	<i>2 Primary Election Day</i>	3	4	5	6
7	<i>8 City Council</i>	9	<i>10 Planning Commission</i>	11	12	13
14	15	16	17	18	19	20
21	<i>22 City Council</i>	23	<i>24 Planning Commission</i>	25	26	27
28	29	30	31			

# September 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 Labor Day City Offices, Recycling Center Closed	6	7 Planning Commission	8	9	10
11	12 City Council	13	14	15	16	17
18	19	20	21 Planning Commission	22	23 First Day of Autumn	24
25	26 City Council	27	28	29 Rosh Hashanah	30	

# October 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 <i>Planning Commission</i>	6	7	8 <i>Yom Kippur</i>
9	10 <i>Columbus Day City Council</i>	11	12	13	14	15
16	17	18	19	20	21	22
23	24 <i>City Council</i>	25	26 <i>Planning Commission</i>	27	28	29
30	31 <i>Halloween</i>					

# November 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6 <i>Daylight Savings Time Ends</i>	7	8 <i>Election Day</i>	9 <i>Planning Commission</i>	10	11 <i>Veterans Day</i> <i>City Offices, Recycling Center Closed</i>	12
13	14 <i>City Council</i>	15	16	17	18	19
20	21	22	23	24 <i>Thanksgiving Day</i> <i>City Offices, Recycling Center Closed</i>	25 <i>City Offices, Recycling Center Closed</i>	26
27	28 <i>City Council</i>	29	30			

# December 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 <i>City Council</i>	6	7	8	9	10
11	12	13	14 <i>Planning Commission</i>	15	16	17
18	19 <i>City Council</i>	20	21 <i>First Day of Chanukah</i>	22	23 <i>City Offices, Recycling Center Closed</i>	24 <i>Christmas Eve</i>
25 <i>Christmas Day</i>	26 <i>Christmas Day Observed/Kwanza Begins City Offices, Recycling Center Closed</i>	27	28 <i>Last Day of Chanukah</i>	29	30 <i>City Offices, Recycling Center Closed</i>	31 <i>New Year's Eve</i>

## 2010-11 Planning Commission Committees

Member	Adminis- trative Liaison		Budget & Planning Studies		Capital Improve- ment		Communi- cation & Community Liaison		Environ- mental and Walkable Novi		Implemen- tation		Main Street		Master Plan & Zoning		Rules		Zoning Board of Appeals	
	2010-11	2011-12	2010-11	2011-12	2010-11	2011-12	2010-11	2011-12	2010-11	2011-12	2010-11	2011-12	2010-11	2011-12	2010-11	2011-12	2010-11	2011-12	2010-11	2011-12
Baratta							X		X						X					
Cassis											X								X	
Greco	Secre- tary		X						X				X				X			
Gutman	Vice Chair		X		X						X				X					
Larson													X				X			
Lynch			X		X										X					
Meyer							X				X				X					
Pehrson	Chair		X		A				X		X									
Prince							X								A		X			
	Required	Vacant	Required	Vacant	Required	Vacant	Required	Vacant	Required	Vacant	Required	Vacant	Required	Vacant	Required	Vacant	Required	Vacant	Required	Vacant
Committee Size	3	0	4	0	2		3	0	3	0	4	0	2	0	4	0	3	0	1	0
Liaison	McBeth		McBeth		McBeth		Kapelanski		Spencer		Kapelanski		Pearson		Spencer		Kapelanski		Martin	

KEY:

X = Member; A = Alternate

Required: Committee size based on Planning Commission Rules

Vacant: Number of vacancies