

MEMORANDUM



TO: Members of the Planning Commission
FROM: Barbara McBeth, AICP, Community Development
SUBJECT: Calendar 2016
DATE: August 7, 2015

The Community Relations Division is putting together the 2016 Annual Report/Calendar for the City of Novi. All city departments have been asked to forward important dates to incorporate 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, with a few exceptions for holidays and other considerations. The suggested Planning Commission dates are highlighted in yellow. City-recognized holidays are indicated in red. Please note, for 2016, the Library Board will use to the Council Chambers for its monthly meetings, typically scheduled for the third Wednesday evening each month.

For 2016, staff is suggesting one meeting in November and December. Alternatively, the Planning Commission may wish to allow for two meetings each month; meetings may be cancelled if there is no reason to meet. It is expected that the Planning Commission meetings will continue at the same 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:

Planning Commission Committee	Tentative Meeting Dates
Administrative Liaison	Prior to the 1 st PC meeting in January
Budget and Planning Studies	Prior to the 2 nd PC meeting in January
Capital Improvement	As advised by the Finance Department, generally late January/early February
Environmental	As needed
Implementation	Prior to 1 st PC meeting in May and November
Master Plan and Zoning	Prior to 1 st PC meeting in April and October
Rules	Prior to 1 st PC meeting in June
Walkable Novi	Prior to the Parks Recreation and Cultural Services Commission meeting, quarterly

Additional committee meetings may be scheduled, as needed.

Consideration of the Planning Commission meeting dates is scheduled for discussion and approval on August 12th. Feel free to contact me if there are any questions.

2016

January 2016						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2016						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2016						
Su	Mo	Tu	We	Th	Fr	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2016						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016						
Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2016						
Su	Mo	Tu	We	Th	Fr	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2016						
Su	Mo	Tu	We	Th	Fr	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016						
Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016						
Su	Mo	Tu	We	Th	Fr	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016						
Su	Mo	Tu	We	Th	Fr	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

 Planning Commission Dates

 Holidays Observed