

MEMORANDUM



TO: Members of the Planning Commission
FROM: Barbara McBeth, AICP, City Planner
SUBJECT: Calendar 2018
DATE: August 30, 2017

The Community Relations Division is putting together the 2018 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 provided as noted. City-recognized holidays are indicated, as well as the dates the City Council meetings will be held.

For 2018, 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.

We would also like to provide the suggested meeting dates for Planning Commission Committees as 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 September 13th. Feel free to contact me if there are any questions.

January 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 <i>New Year's Day City Offices Closed</i>	2 <i>City Offices Closed</i>	3	4	5	6
7	8 City Council		10 Planning Commission	11	12	13 City Council Early Input Budget Session
14	15 <i>Martin Luther King Day City Offices Closed</i>	16	17	18	19	20
21	22 City Council	23	24 Planning Commission	25	26	27
28	29	30	31			

February 2018

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

March 2018

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

April 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 <i>Easter</i>	2	3	4	5	6	7
8	9 City Council	10	11 Planning Commission	12	13	14
15	16	17	18 City Council Budget Session	19	20	21
22	23 City Council	24	25 PC Study City Council Budget Session (if necessary)	26	27	28
29	30					

May 2018

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

June 2018

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
17	18 City Council	19	20	21	22	23
24	25	26	27 Planning Commission	28	29	30

July 2018

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

August 2018

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

September 2018

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

October 2018

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

November 2018

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

December 2018

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