MEMORANDUM



TO: Members of the Planning Commission

FROM: Barbara McBeth, AICP, Community Development

SUBJECT: Calendar 2015

DATE: August 19, 2014

The Community Relations Division is putting together the 2015 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 <u>primarily</u> the <u>second and fourth Wednesday of each month</u>, and are indicated with a circle around the date. City-recognized holidays are indicated with a box around the date. Please note, for 2015, the Library Board will use to the Council Chambers for its monthly meetings, typically scheduled for the third Wednesday evening each month.

For 2015, 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 1st 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 1st PC meeting in May and November										
Main Street	As needed										
Master Plan and Zoning	Prior to 1st PC meeting in April and October										
Rules	Prior to 1st PC meeting in June										
Walkable Novi	Prior to the Parks Recreation and Cultural										
	Services Commission meeting, generally 2 nd										
	Thursday every other month										

Additional committee meetings may be scheduled, as needed.

Consideration of the Planning Commission meeting dates is scheduled for discussion and approval on August 27th. Feel free to contact me if there are any questions.

City Holidays

Planning Commission Meetings

2015 Calendar

January 2015							February 2015							March 2015								April 2015							
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