

MEMORANDUM



TO: Members of the Planning Commission
FROM: Barbara McBeth, AICP, City Planner *Baubs*
SUBJECT: Calendar 2019
DATE: August 17, 2018

The Community Relations Division is putting together the 2019 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 2019, staff is suggesting one meeting in April, 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 August 22nd. Feel free to contact me if there are any questions.

January 2019

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

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11 50th Anniversary Celebration Council Meeting	12	13 PLANNING COMMISSION	14	15	16
17	18 City Offices Closed	19	20	21	22	23
24	25 Council Meeting	26	27 PLANNING COMMISSION	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Council Meeting	5	6	7	8	9
10	11	12	13 PLANNING COMMISSION	14	15	16
17	18 Council Meeting	19	20	21	22	23
24	25	26	27 PLANNING COMMISSION	28	29	30
31						

April 2019

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

May 2019

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

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Council Meeting	4	5	6	7	8
9	10	11	12 PLANNING COMMISSION	13	14	15
16	17 Council Meeting	18	19	20	21	22
23	24	25	26 PLANNING COMMISSION	27	28	29
30						

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 City Offices Closed	5	6
7	8 Council Meeting	9	10 PLANNING COMMISSION	11	12	13
14	15	16	17	18	19	20
21	22 Council Meeting	23	24 PLANNING COMMISSION	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 Possible Election	7	8	9	10
11	12 Council Meeting	13	14 PLANNING COMMISSION	15	16	17
18	19	20	21	22	23	24
25	26 Council Meeting	27	28 PLANNING COMMISSION	29	30	31

September 2019

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

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 Council Meeting	8	9	10	11	12
13	14	15	16 PLANNING COMMISSION	17	18	19
20 ICMA	21 ICMA	22 ICMA	23 ICMA	24 ICMA	25 ICMA	26 ICMA
27	28 Council Meeting	29	30 PLANNING COMMISSION	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 Election Day	6	7	8	9
10	11 City Offices Closed	12 Council Meeting Swearing in Ceremony	13 PLANNING COMMISSION	14	15	16
17	18	19	20	21	22	23
24	25 Council Meeting	26	27	28 City Offices Closed	29 City Offices Closed	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6 <i>Light Up the Night</i>	7 <i>Evening of Appreciation</i>
8	9 <i>Council Meeting</i>	10	11 PLANNING COMMISSION	12	13	14
15	16 <i>Council Meeting</i>	17	18	19	20	21
22	23	24 <i>City Offices Closed</i>	25 <i>City Offices Closed</i>	26	27	28
29	30	31 <i>City Offices Closed</i>				