

MEMORANDUM



TO: Members of the Planning Commission
FROM: Barbara ^{Beck}McBeth, AICP, Community Development
SUBJECT: Calendar 2009
DATE: September 5, 2008

The Community Relations Division is putting together the 2009 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 memo and 2009 calendar page includes suggested dates for Planning Commission meetings. The suggested Planning Commission dates are primarily the second and fourth Wednesday of each month, and are highlighted in green on the attached calendar. The City Council dates are tentatively provided in blue, and the city holidays are highlighted in red. Also note that the Zoning Board of Appeals generally meets the second Tuesday of each month.

Please note, one meeting is scheduled for the month of December. It is expected that the Planning Commission meetings will continue the starting time of 7 p.m.

Chairperson Pehrson asked me to propose regularly-scheduled committee meetings for 2009 at this time, as well. The following tentative dates are suggested for each committee:

Planning Commission Committee	Tentative Meeting Dates
Administrative Liaison	Prior to 1 st PC meeting in January and 2 nd PC meeting in July
Budget and Planning Studies	Prior to 2 nd PC meeting in January
Capital Improvement	As advised by Finance Department, generally late January and early February
Communication and Community Liaison	As needed
Environmental (Walkable Novi Committee)	Prior to 2 nd Council meeting each month, (at discretion of the larger group)
Implementation	Prior to 1 st PC meetings in May and November
Main Street	As needed
Master Plan and Zoning*	As Needed
Rules	Prior to first PC meeting in June
Zoning Board of Appeals	2 nd Tuesday of month

*The Master Plan and Zoning Committee meetings have been scheduled when there is interest by a property owner to rezone a parcel of land. Additionally, when the Master Plan is under review for a possible update, more frequent meetings are needed.

Approval of the Planning Commission meeting dates is scheduled for discussion and approval on September 24. Feel free to contact the Planning Division if there are any questions.

January 2009						
S	M	T	W	T	F	S
				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 2009						
S	M	T	W	T	F	S
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

March 2009						
S	M	T	W	T	F	S
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				

April 2009						
S	M	T	W	T	F	S
			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 2009						
S	M	T	W	T	F	S
					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						

June 2009						
S	M	T	W	T	F	S
	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				

July 2009						
S	M	T	W	T	F	S
				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			

August 2009						
S	M	T	W	T	F	S
						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					

September 2009						
S	M	T	W	T	F	S
		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			

October 2009						
S	M	T	W	T	F	S
				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

November 2009						
S	M	T	W	T	F	S
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					

December 2009						
S	M	T	W	T	F	S
		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		

- Holidays
- Planning Commission

- City Council

2008-09 Planning Commission Committees Matrix

Member	Administrative Liaison		Budget & Planning Studies		Capital Improvement		Communication & Community Liaison		Environmental		Implementation		Main Street		Master Plan & Zoning		Rules		Zoning Board of Appeals	
	2008-09	2009-10	2008-09	2009-10	2008-09	2009-10	2008-09	2009-10	2008-09	2009-10	2008-09	2009-10	2008-09	2009-10	2008-09	2009-10	2008-09	2009-10	2008-09	2009-10
Burke			X								X				X				X	
Cassis											X						X			
Greco			X						X				X				X			
Gutman	X		X		X										X					
Larson									X				X				X			
Lynch					X				X						A					
Meyer							X				X				X					
Pehrson	X		X		A		X				X									
Wrobel	X						X								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	0	3	0	3	0	4	0	2	0	4	0	3	0	1	0
Liaison	McBeth		McBeth		McBeth		Reinowski		Spencer		Kapelanski		Pearson		Spencer		Reinowski		Working	

KEY:

X = Member; A = Alternate

Required: Committee size based on Planning Commission Rules

Vacant: Number of vacancies