

# MEMORANDUM



TO: Members of the Planning Commission  
FROM: Barbara McBeth, AICP, City Planner  
SUBJECT: Calendar 2021  
DATE: September 9, 2020

The Community Relations Division is putting together the 2021 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 2021, staff is suggesting one meeting in April, September 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:

<b>Planning Commission Committee</b>	<b>Tentative Meeting Dates</b>
Administrative Liaison	Prior to the 1 <sup>st</sup> PC meeting in January
Capital Improvement	As advised by the Finance Department, generally late January/early February
Environmental	As needed
Implementation	As needed
Master Plan and Zoning	As needed
Rules	Prior to 1 <sup>st</sup> 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 16<sup>th</sup>. Feel free to contact me if there are any questions.

# JANUARY 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Offices Closed New Year's Day	2
3	4	5	6	7	8	9
10	11 <i>City Council Meeting</i>	12	13 <i>Planning Commission Meeting</i>	14	15	16
17	18 Offices Closed Martin Luther King Day	19	20	21	22	23
24	25 <i>City Council Meeting</i>	26	27 <i>Planning Commission Meeting</i>	28	29	30
31						

Holidays and Observances: 1: New Year's Day, 18: Martin Luther King Jr. Day

[www.vlcalendar.com](http://www.vlcalendar.com)

# FEBRUARY 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8 <i>City Council Meeting</i>	9	10 <i>Planning Commission Meeting</i>	11	12	13
14	15 <b>Offices Closed</b> <b>President's Day</b>	16	17	18	19	20
21	22 <i>City Council Meeting</i>	23	24 <i>Planning Commission Meeting</i>	25	26	27
28						

Holidays and Observances: 14: Valentine's Day, 15: Presidents' Day

[www.vlcalendar.com](http://www.vlcalendar.com)

# MARCH 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8 <i>City Council Meeting</i>	9	10 <i>Planning Commission Meeting</i>	11	12	13
14	15	16	17	18	19	20
21	22 <i>City Council Meeting</i>	23	24 <i>Planning Commission Meeting</i>	25	26	27
28	29	30	31			

# APRIL 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 Offices Closed Good Friday	3
4	5	6	7	8	9	10
11	12 City Council Meeting	13	14 Planning Commission Meeting	15	16	17
18	19	20	21 City Council Budget Session	22	23	24
25	26 City Council Meeting	27	28	29	30	

Holidays and Observances: 4: Easter Sunday, 5: Easter Monday, 15: Tax Day

[www.vlcalendar.com](http://www.vlcalendar.com)

# MAY 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10 <i>City Council Meeting</i>	11	12 <i>Planning Commission Meeting</i>	13	14	15
16	17	18	19	20	21	22
23	24 <i>City Council Meeting</i>	25	26 <i>Planning Commission Meeting</i>	27	28	29
30	31 <b>Offices Closed</b> <b>Memorial Day</b>					

Holidays and Observances: 5: Cinco de Mayo, 9: Mother's Day, 31: Memorial Day

[www.vlcalendar.com](http://www.vlcalendar.com)

# JUNE 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7 <i>City Council Meeting</i>	8	9 <i>Planning Commission Meeting</i>	10	11	12
13	14	15	16	17	18	19
20	21 <i>City Council Meeting</i>	22	23 <i>Planning Commission Meeting</i>	24	25	26
27	28	29	30			

# JULY 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5 Offices Closed  Independence Day Observance	6	7	8	9	10
11	12 City Council Meeting	13	14 Planning Commission Meeting	15	16	17
18	19	20	21	22	23	24
25	26 City Council Meeting	27	28 Planning Commission Meeting	29	30	31

Holidays and Observances: 4: Independence Day, 5: 'Independence Day' observed

[www.vlcalendar.com](http://www.vlcalendar.com)



# AUGUST 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9 <i>City Council Meeting</i>	10	11 <i>Planning Commission Meeting</i>	12	13	14
15	16	17	18	19	20	21
22	23	24	25 <i>Planning Commission Meeting</i>	26	27	28
29	30 <i>City Council Meeting</i>	31				

# SEPTEMBER 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6 Offices Closed Labor Day	7	8	9	10	11
12	13 City Council Meeting	14	15 Planning Commission Meeting	16	17	18
19	20	21	22	23	24	25
26	27 City Council Meeting	28	29	30		

Holidays and Observances: 6: Labor Day, 11: Patriot Day, 22: Autumn Begins

[www.vlcalendar.com](http://www.vlcalendar.com)

# OCTOBER 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6 <i>Planning Commission Meeting</i>	7	8	9
10	11 <i>City Council Meeting</i>	12	13	14	15	16
17	18	19	20 <i>Planning Commission Meeting</i>	21	22	23
24	25 <i>City Council Meeting</i>	26	27	28	29	30
31						

Holidays and Observances: 11: Columbus Day, 31: Halloween

[www.vlcalendar.com](http://www.vlcalendar.com)

# NOVEMBER 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 <i>Planning Commission Meeting</i>	4	5	6
7	8 <i>City Council Meeting</i>	9	10	11 <b>Offices Closed</b> <b>Veteran's Day</b>	12	13
14	15	16	17 <i>Planning Commission Meeting</i>	18	19	20
21	22 <i>City Council Meeting</i>	23	24	25 <b>Offices Closed</b> <b>Thanksgiving</b>	26 <b>Offices Closed</b>	27
28	29	30				

Holidays and Observances: 2: Election Day, 11: Veterans Day, 25: Thanksgiving Day, 26: Black Friday

[www.vlcalendar.com](http://www.vlcalendar.com)

# DECEMBER 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6 <i>City Council Meeting</i>	7	8 <i>Planning Commission Meeting</i>	9	10	11
12	13	14	15	16	17	18
19	20 <i>City Council Meeting</i>	21	22	23 <b>Offices Closed</b>	24 <b>Offices Closed</b> <b>Christmas Eve</b>	25
26	27	28	29	30	31	

Holidays and Observances: 21: Winter Begins, 24: Christmas Eve, 25: Christmas Day, 31: New Year's Eve

[www.vlcalendar.com](http://www.vlcalendar.com)