MEMORANDUM



TO:

Members of the Planning Commission

FROM:

Barbara 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 <u>Planning Commission</u> dates are primarily the second and fourth Wednesday of each month, and are highlighted in <u>green</u> 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.

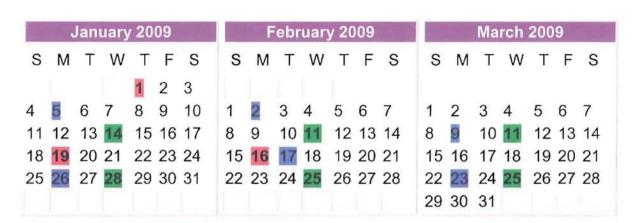
Please note, one meeting is scheduled for the month of December. It is expected that the Planning Commission meetings will continue the starting time of 7 p.m.

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.



-	77-	Ap	oril 2	2009)				M	ay 2	009		June 2009								
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16		Oct	ober	20	09			N	ove	mbe	er 2	009		December 2009								
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							29	30														

HolidaysPlanning Commission

☐ City Council

2008-09 Planning Commission Committees Matrix

Member	Adminis- trative Liaison		ve Planning on Studies		Capital Improve- ment		Communi- cation & Community Liaison		mental		Implemen- tation		Main Street		Master Plan & Zoning		Ru		Zoning Board of Appeals	
Burke	2008-09	2009-10	2008-09 X	2009-10	2008-09	2009-10	2008-09	2009-10	2008-09	2009-10	2008-09 X	2009-10	2008-09	2009-10	2008-09 X	2009-10	2008-09	2009-10	2008-09 X	2009-10
Cassis											×						×			
Greco			х						х				x				х			
Gutman	х		х		х										x					
Larson									х				x				x			
Lynch					х				х						А					
Meyer							х				х				х			30		
Pehrson	х		х		А		Х				х							-		
Wrobel	×						х								х					
	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		McE	Beth	McE	Beth	Rein	owski	Spe	ncer	Kape	lanski	Pea	rson	Spe	ncer	Reinowski		Wor	king

KEY:

X = Member; A = Alternate

Required: Committee size based on Planning Commission Rules

Vacant: Number of vacancies