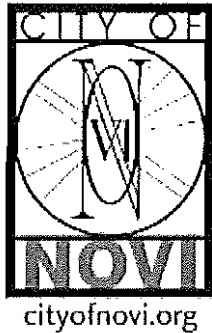


MEMORANDUM



TO: Members of the Planning Commission
FROM: Barbara ^{Beaub} McBeth, AICP, Community Development
SUBJECT: Calendar 2012
DATE: September 2, 2011

The Community Relations Division is putting together the 2012 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 draft calendar includes suggested dates for the Planning Commission meetings, which are *primarily* the second and fourth Wednesday of each month, and are highlighted in green. Holidays are shown in red and blue. Please note, for 2012, the Library Board will return to the Council Chambers for its monthly meetings, scheduled for the third Wednesday of each month.

For 2012, staff is suggesting one meeting in September, November and December. Alternatively, the Planning Commission may wish to allow for two meetings each month, and then cancel meetings if there is no reason to meet. Please note, the City Council Chambers is not available the third Wednesday of each month. It is expected that the Planning Commission meetings will continue the 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 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
Main Street	As needed
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, 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 September 7th. Feel free to contact the Planning Division if there are any questions.

**City of Novi Planning Commission
2012 Tentative Planning Commission Schedule**

January						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
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				

July						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
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						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
			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			

August						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
			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	

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

April						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
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						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
	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			

May						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
		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						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
				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	

June						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
					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						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
						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					

Proposed Planning Commission date

City offices closed (holiday observance)

Notable holiday (City offices open if holiday falls on a business day)