

# MEMORANDUM



TO: Members of the Planning Commission  
FROM: Barbara McBeth, AICP, City Planner  
SUBJECT: Calendar 2024  
DATE: September 8, 2023

The Community Relations Division is putting together the 2024 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 2024, staff is suggesting one meeting in 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 to meet 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	As needed
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 13<sup>th</sup>. Feel free to contact me if there are any questions.

# January 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 New Year's Day <i>City Offices Closed</i>	2	3	4	5	6
7	8 <i>City Council</i>	9	10 <i>Planning Commission</i>	11	12	13
14	15 MLK Jr. Day <i>City Offices Closed</i>	16	17	18	19	20
21	22 <i>City Council</i>	23	24 <i>Planning Commission</i>	25	26	27
28	29	30	31			

# February 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 City Council	6	7 Planning Commission	8	9	10
11	12 City Council	13	14	15	16	17
18	19 Presidents' Day City Offices Closed	20	21 Planning Commission	22	23	24
25	26	27 Presidential Preference Election	28	29		

# March 2024

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

# April 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 City Council Budget Discussion	4	5	6
7	8 City Council	9	10 Planning Commission	11	12	13
14	15	16	17 City Council Budget Discussion (if necessary)	18	19	20
21	22 City Council	23	24 Planning Commission	25	26	27
28	29	30				

# May 2024

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

# June 2024

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

# July 2024

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



# August 2024

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

# September 2024

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

# October 2024

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

# November 2024

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

# December 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 City Council	3	4	5	6	7
8	9	10	11 Planning Commission	12	13	14
15	16 City Council	17	18	19	20	21
22	23	24 Christmas Eve <i>City Offices Closed</i>	25 Christmas Day <i>City Offices Closed</i>	26	27	28
29	30	31 New Year's Eve <i>City Offices Closed</i>				