M E M O R A N D U M

To: Historic District Commissioners

From: Jill Thacher, City Planner/Historic Preservation Coordinator

Date: June 3, 2011

Re: June 9 HDC agenda item F-2 Annual HDC Calendar Review

Staff is requesting that the commission modify the HDC meeting schedule, from the January 1 to December 31 calendar year, to the fiscal year of July 1 to June 30 that is followed by other boards and commissions in the City. This change would be for the convenience of staff in scheduling and tracking meetings and calendars.

The HDC standing rules state that an annual report be produced by staff in February of each year. The standing rules will need to be changed to reflect the new dates. Staff anticipates this will be done during a by-law review later in 2011.

The proposed calendar is attached. The six month period from July to December, 2011 is the same as was previously approved by the Commission.

HISTORIC DISTRICT COMMISSION
7:00 P.M. EVERY SECOND THURSDAY OF THE MONTH*

JULY 2011 - JUNE 2012 MEETING SCHEDULE

APPLICATIONS DUE (By 12:00 Noon Fridays) At City Hall, Planning Services 301 E Huron Street	REVIEW COMMITTEE SITE VISIT Two Commissioners and Staff Visit the Application Site	MEETING & PUBLIC HEARING 7:00 p.m. Council Chambers Second Floor 301 E Huron Street
June 24, 2011	July 11, 2011 5:00 pm	July 14, 2011
July 22, 2011	August 8, 2011 5:00 pm	August 11, 2011
August 19, 2011	September 6, 2011 5:00 pm [Tuesday]	September 8, 2011
September 23, 2011	October 10, 2011 noon	October 13, 2011
October 21, 2011	November 7, 2011 noon	November 9, 2011* [Wednesday]
November 18, 2011	December 5, 2011 noon	December 8, 2011
December 22, 2011	January 9, 2012 noon	January 12, 2012
January 20, 2012	February 6, 2012 noon	February 9, 2012
February 17, 2012	March 5, 2012 noon	March 8, 2012
March 23, 2012	April 9, 2012 5:00 pm	April 12, 2012
April 20, 2012	May 7, 2012 5:00 pm	May 10, 2012
May 25, 2012	June 11, 2012 5:00 pm	June 14, 2012

*   Due to the Veteran's Day Holiday, the November meeting will be held on WEDNESDAY, November 9.