



CITY OF BIXBY  
P.O. Box 70  
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## MEMORANDUM

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**To:** Bixby Board of Adjustment

**From:** Erik Enyart, AICP, City Planner 

**Date:** Wednesday, October 28, 2015

**RE:** Board of Adjustment meeting schedule and application deadlines for 2016

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The following is proposed to be the 2016 schedule for the Board of Adjustment:

<u>DATE</u>	<u>TIME</u>	<u>PLACE OF MEETING</u>
January 04, 2016	6:00 PM	116 W. Needles Ave., City Hall Council Chambers, Bixby
February 01, 2016	6:00 PM	116 W. Needles Ave., City Hall Council Chambers, Bixby
March 07, 2016	6:00 PM	116 W. Needles Ave., City Hall Council Chambers, Bixby
April 04, 2016	6:00 PM	116 W. Needles Ave., City Hall Council Chambers, Bixby
May 02, 2016	6:00 PM	116 W. Needles Ave., City Hall Council Chambers, Bixby
June 06, 2016	6:00 PM	116 W. Needles Ave., City Hall Council Chambers, Bixby
July 05, 2016 (Tue)	6:00 PM	116 W. Needles Ave., City Hall Council Chambers, Bixby
August 01, 2016	6:00 PM	116 W. Needles Ave., City Hall Council Chambers, Bixby
September 06, 2016 (Tue)	6:00 PM	116 W. Needles Ave., City Hall Council Chambers, Bixby
October 03, 2016	6:00 PM	116 W. Needles Ave., City Hall Council Chambers, Bixby
November 07, 2016	6:00 PM	116 W. Needles Ave., City Hall Council Chambers, Bixby
December 05, 2016	6:00 PM	116 W. Needles Ave., City Hall Council Chambers, Bixby

### APPLICATION DEADLINES

Four (4) weeks prior to the meeting plus one (1) working day, or the newspaper's Public Notice publication deadline plus one (1) working day, whichever is sooner. The City Manager shall have the authority to make an exception to the deadline in cases of hardship or unusual circumstances.