



CITY OF BIXBY  
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# MEMORANDUM

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**To:** Bixby Planning Commission  
**From:** Erik Enyart, AICP, City Planner  
**Date:** Thursday, November 13, 2014  
**RE:** Planning Commission meeting schedule and application deadlines for 2015

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Staff proposes the following schedule for the Planning Commission:

| <u>DATE</u>              | <u>TIME</u> | <u>PLACE OF MEETING</u>                           |
|--------------------------|-------------|---|
| January 20, 2015 (Tues)  | 6:00 PM     | 116 W. Needles, City Hall Council Chambers, Bixby |
| February 17, 2015 (Tues) | 6:00 PM     | 116 W. Needles, City Hall Council Chambers, Bixby |
| March 16, 2015           | 6:00 PM     | 116 W. Needles, City Hall Council Chambers, Bixby |
| April 20, 2015           | 6:00 PM     | 116 W. Needles, City Hall Council Chambers, Bixby |
| May 18, 2015             | 6:00 PM     | 116 W. Needles, City Hall Council Chambers, Bixby |
| June 15, 2015            | 6:00 PM     | 116 W. Needles, City Hall Council Chambers, Bixby |
| July 20, 2015            | 6:00 PM     | 116 W. Needles, City Hall Council Chambers, Bixby |
| August 17, 2015          | 6:00 PM     | 116 W. Needles, City Hall Council Chambers, Bixby |
| September 21, 2015       | 6:00 PM     | 116 W. Needles, City Hall Council Chambers, Bixby |
| October 19, 2015         | 6:00 PM     | 116 W. Needles, City Hall Council Chambers, Bixby |
| November 16, 2015        | 6:00 PM     | 116 W. Needles, City Hall Council Chambers, Bixby |
| December 21, 2015        | 6:00 PM     | 116 W. Needles, City Hall Council Chambers, Bixby |

## APPLICATION DEADLINES

Four (4) weeks prior to the Planning Commission meeting, or the Tulsa Business & Legal News' 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.