



CITY OF BIXBY
P.O. Box 70
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MEMORANDUM

To: Bixby Planning Commission
From: Erik Enyart, AICP, City Planner *EE*
Date: Wednesday, October 14, 2015
RE: Planning Commission meeting schedule and application deadlines for 2016

Staff proposes the following schedule for the Planning Commission:

<u>DATE</u>	<u>TIME</u>	<u>PLACE OF MEETING</u>
January 19, 2016 (Tues)	6:00 PM	116 W. Needles, City Hall Council Chambers, Bixby
February 16, 2016 (Tues)	6:00 PM	116 W. Needles, City Hall Council Chambers, Bixby
March 21, 2016	6:00 PM	116 W. Needles, City Hall Council Chambers, Bixby
April 18, 2016	6:00 PM	116 W. Needles, City Hall Council Chambers, Bixby
May 16, 2016	6:00 PM	116 W. Needles, City Hall Council Chambers, Bixby
June 20, 2016	6:00 PM	116 W. Needles, City Hall Council Chambers, Bixby
July 18, 2016	6:00 PM	116 W. Needles, City Hall Council Chambers, Bixby
August 15, 2016	6:00 PM	116 W. Needles, City Hall Council Chambers, Bixby
September 19, 2016	6:00 PM	116 W. Needles, City Hall Council Chambers, Bixby
October 17, 2016	6:00 PM	116 W. Needles, City Hall Council Chambers, Bixby
November 21, 2016	6:00 PM	116 W. Needles, City Hall Council Chambers, Bixby
December 19, 2016	6:00 PM	116 W. Needles, City Hall Council Chambers, Bixby

APPLICATION DEADLINES

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