

**CITY OF GROSSE POINTE WOODS
BUILDING DEPARTMENT
MEMORANDUM**

TO: Planning Commissioners

FROM: Building Department

DATE: December 13, 2022

SUBJECT: PC Member Attendance at 2023 City Council Meetings

City Council meetings are normally held on the first and third Mondays of each month at 7:00 p.m. A Planning Commission member is required to attend such meetings. Below is a list of each month with Planning Commission Members assigned, the Council Meeting dates have yet to be posted and an updated list with dates will be forthcoming. Please make every effort to be in attendance to report back to the Planning Commission.

MONTH	2023 DATES	PC MEMBER
January	TBD	Fuller
February	TBD	Gilezan
March	TBD	Hamborsky
April	TBD	Vitale
May	TBD	Fenton
June	TBD	Gerhart
July	TBD	O'Keefe
August	TBD	Bailey
September	TBD	Fuller
October	TBD	Gilezan
November	TBD	Hamborsky
December	TBD	Vitale

If you cannot attend specific meeting/s, please make arrangements with other Planning Commission Member/s to cover and update the Recording Secretary for record purposes.

TICKLER FILE – CITY CLERK SYSTEM

RE: Planning Commission City Council Attendance Memo for upcoming year.

MONTH OF: December

ANNUAL TASK: YES (x) NO ()

TASK TO BE COMPLETED BY: City Clerk/ Building Dept.

1. In December annually (to be done for January): go to:

Clerk on H
Planning Commission
Planning
Attending Council meetings

Create new memo
Place new memo on Plan. Comm agenda for January

2. Attendance of Planning Commissioners at City Council meetings.

See:

H/Planning Commission/Procedures/Attending Council Mtg.2006

12-03-15 – Building Department prepares memo