



MEMORANDUM

DATE: 6/8/2017
TO: Planning Commission
FROM: John Swiecki, Community Development Director
SUBJECT: **Proposal to Change Regular Planning Commission Meeting Schedule**

Background

At the May 25, 2017 Planning Commission meeting, it was suggested that the Planning Commission consider changing the Commission's established regular meeting schedule from the 2nd and 4th Thursdays of every month. After a brief discussion, it was determined that should this change occur, Tuesdays were preferred by most Commissioners. Staff has verified that no other City Commissions or Committees meet regularly on Tuesdays.

Discussion

If the Planning Commission wishes to make a schedule change to Tuesday as was previously discussed, staff would recommend meeting occur on the 2nd and 4th Tuesdays of the month in order to remain off schedule from the City Council's regularly scheduled meetings which occur on the 1st and 3rd Thursdays.

As a matter of information, the Planning Commission's schedule is established by resolution. As indicated at the May 25, 2017 Planning Commission meeting, staff has initiated a comprehensive review and update of the Planning Commission's rules and procedures which were last updated in 2002 under Planning Commission Resolution 02/02. While the meeting date change could be incorporated into this comprehensive update, it will take some time for this comprehensive review to be completed which could conceivably delay such a schedule change.

Staff believes the Commission's decision to modify the schedule is extremely time sensitive, inasmuch as the City Council is currently soliciting applications for the existing Planning Commission vacancy and it would be appropriate for potential applicants to be made aware of any prospective schedule changes which may impact their ability to serve on the Commission.

Should the Planning Commission wish to modify its regular schedule, it is recommended that the Commission direct staff to prepare the appropriate resolution for adoption at the next Commission meeting. The Commission should further provide direction as to the effective date of the new schedule. If the Commission provides such direction at tonight's meeting, the City Council will be advised accordingly, as will all Planning Commission applicants.