



MEMORANDUM

DATE: 28 April 2016

TO: Planning Commission

FROM: John Swiecki
Community Development Director

SUBJECT: Upcoming Meeting Schedule

It has come to staff's attention that 2 Commissioners will be unavailable for the regularly scheduled May 12 Commission meeting. In order to continue to move the Baylands planning process forward in a timely way, staff has been attempting to schedule a special meeting during the week of May 9 or May 16, preferably to a date when all Commissioners are available. It appears that there is no date during this window that accommodates the schedules of all 5 Commissioners.

Given these factors the Commission should determine if it wishes to continue its Baylands deliberations to its regularly scheduled May 12 meeting, (2 members unavailable) or to a special meeting on Wednesday, May 18 (1 member unavailable).

c: Clay Holstine, City Manager