



# STAFF REPORT

## PLANNING COMMISSION MEETING

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March 14, 2023

**TO:** Honorable Chair and Commissioners

**FROM:** David Loya, Director of Community Development

**PREPARER:** David Loya, Director of Community Development

**DATE:** March 08, 2023

**TITLE:** **Consider Administrative Actions Including Electing Chair, Vice-chair, and Considering Special Meeting Times**

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### **RECOMMENDATION:**

Staff recommends the Commission appoint one member as the Chair, and one member as the Vice-Chair of the Planning Commission by formal vote.

Staff further recommends the Commission consider voting to establish a series of special meetings to provide earlier start times for the Commission meetings.

### **INTRODUCTION:**

Chair Julie Vaissade-Elcock, whose service we honor and appreciate, resigned from the Commission effective March 3, 2023. The Commission annually appoints the Chair and Vice-Chair in July. The Commission should appoint positions to either serve for the remainder of this term.

Vice-Chair Davies requested the Commission consider starting its meetings earlier on the regular second and fourth Tuesdays to provide additional time for Commission deliberations on the Strategic Infill Redevelopment Program documents. In recognition of the time needed for the conversation and to keep meetings from running too late, the Commission should consider starting earlier in the evening or late afternoon.

### **DISCUSSION:**

The Commission may choose to elect the positions in one motion or in separate motions.

The Commission may set meeting start times by majority vote.