



STAFF REPORT

PLANNING COMMISSION MEETING

July 11, 2023

TO: Honorable Chair and Commissioners

FROM: David Loya, Director of Community Development

PREPARER: Delores Freitas, Senior Planner

DATE: July 05, 2023

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

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 upcoming meeting cancellations and scheduling of special study sessions with the City Council.

INTRODUCTION:

The Commission annually appoints a Chair and Vice-Chair in July. At the March 14, 2023 meeting of the Planning Commission, the Commission voted to appoint Commissioner Davies as Chair and Commissioner Tangney as Vice-Chair for the remainder of the term to serve after the resignation of Julie Vaissade-Elcock. To be consistent with City codes, the Commission is asked to re-affirm these appointments or select a new Chair and Vice Chair for the regular annual appointment.

The Commission will be participating in a series of joint study sessions with the City Council in upcoming months that will require cancellation of regular meetings.

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

The Commission will be participating in a series of joint study sessions with the City Council in upcoming months that will require cancellation of regular meetings. Joint study session dates are currently scheduled for August 22, September 26, and October 24, taking the place of the second regular Planning Commission meeting of each month. November and December regular meeting times may be impacted by holiday schedules as well. The Commission should discuss these items and may choose to set additional meeting dates by majority vote.