

MEMO

DATE: 8/14/2023

TO: Planning Commission

THRU: Cristin Kenyon, Development Services Director

FROM: Raeleen Gannon, Senior Administrative Assistant, Development Services – Planning

SUBJECT: Planning Commission Meeting Date Change

The Chair has requested a discussion to potentially change the day of the Planning Commission's regular meetings from the second Monday of every month at 5:30 P.M. to a day other than Monday. Below are two options that work for the City:

1. The second Wednesday of every month at 5:30 P.M.
2. The fourth Wednesday of every month at 5:30 P.M.

Recommendation:

The Planning Commission votes to keep the current meeting day and time, or votes to change the meeting day and time to one of the two options listed above. If the Planning Commission votes to change the meeting day and/or time, then a motion will be required to amend the meeting day/time in the Planning Commission's bylaws.

Suggested Motion for a New Meeting Date:

"I move the Planning Commission adopt to change its current regular meetings from the second Monday of each month at 5:30 p.m. to X, and to amend the Planning Commission's bylaws to support this change."