



PLANNING COMMISSION AGENDA REPORT

MEETING DATE: JUNE 22, 2015

ITEM NUMBER: CC-4

SUBJECT: CANCELLATION OF THE JULY 13TH PLANNING COMMISSION MEETING

DATE: JUNE 16, 2015

FROM: PLANNING DIVISION/DEVELOPMENT SERVICES DEPARTMENT

PRESENTATION BY: CLAIRE FLYNN, ASSISTANT DIRECTOR OF DEVELOPMENT SVCS.

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DESCRIPTION

The Planning Commission has regularly scheduled meetings on the 2nd and 4th Mondays of every month, except for the month of December where only one meeting is scheduled. Staff is recommending that the July 13th Planning Commission meeting be cancelled:

- Considering that there are no critically time-sensitive items on the 7/13/2015 tentative meeting agenda at this time;
- To assist with managing workloads and allow time for coordination of vacations for Commissioners and Planning staff.

Eliminating one meeting during the month of July would still allow the opportunity for the Planning Commission to process discretionary applications in a timely manner. There are currently no deadlines for pending issues that could not be considered at the following regularly scheduled meeting of **July 27, 2015**.

The Planning Commission may establish meeting dates and times and to cancel or reschedule such meetings with proper and timely public notice. Such a change is not significant as long as the decision to change the meeting date is done well in advance. This will allow for proper noticing and posting of the agenda as well as allowing Planning staff enough time to agendize items.

RECOMMENDATION

Cancel the July 13, 2015 Planning Commission meeting.