



OFFICE OF COMMUNITY DEVELOPMENT

CITY HALL

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PLANNING COMMISSION STAFF REPORT

Meeting Date: February 11, 2025

Subject

2025 Planning Commission meeting schedule.

Recommended Action

Review and adopt a meeting schedule for 2025 (see draft schedule Attachment 1) .

Discussion

The Municipal Code sets regular Planning Commission meetings on the second and fourth Tuesdays of each month at 6:45 p.m. Meetings can be adjourned to a date certain. Meetings can also be cancelled or continued pursuant to the Brown Act (Section 54955 - 54955.1 and 54956). Should the Commission decide to cancel any meetings now, a Special Meeting may be scheduled should any urgent matters arise.(CMC Section 2.32.050(A) ¹).

The regular meeting schedule for the 2025 calendar year (see Attachment 1) is attached, with proposed cancellation dates for consideration. Things to note in the calendar are:

1. The City Council's Procedures Manual established the month of August as an annual recess period and therefore, no meetings are held in August. In order to align with the Council meeting schedule, in 2023 and 2024, the Planning Commission decided to take a recess as well.
2. Tuesday, November 11, 2025 is Veterans Day an observed holiday. The Municipal Code requires that Planning Commission meetings that fall on legal holidays be moved to the following day. As a result, the November 11, 2025

¹ [CMC Section 2.32.050\(A\)](#): The City Planning Commission shall hold regular meetings on the second and fourth Tuesdays of each month at six forty-five p.m. and may adjourn any regular meeting to a date certain, which shall be specified in the order of adjournment and when so adjourned, such adjourned meeting shall be a regular meeting for all purposes. Such adjourned meetings may likewise be adjourned and any so adjourned meeting shall be a regular meeting for all purposes. City Planning Commission meetings that fall on legal holidays shall automatically be moved to the following day.

meeting is proposed to be moved to Wednesday, November 12, 2025.

3. In addition, the following meeting dates occur following a scheduled holiday. In the event the Commission wishes to consider flexibility in personal time off scheduling since there have been issues maintaining a quorum, the Commission may consider cancelling or rescheduling the following meetings:
 - May 27th (day after Memorial Day)
 - November 27th (2 days before Thanksgiving) – *cancelled by Planning Commission (5-0) in 2024*
 - December 23rd (Day before Christmas Eve) – *cancelled by Planning Commission (5-0) in 2024*

Staff recommends that the Commission decide whether to cancel any meetings and adopt the 2025 meeting schedule.

Prepared by: Piu Ghosh, Planning Manager

Reviewed: Michael Woo, Senior Assistant City Attorney

Approved for Submission by: Luke Connolly, Assistant Director of Community Development

Attachments:

1 – Planning Commission 2025 meeting schedule