



**DEPARTMENT OF PLANNING AND
COMMUNITY DEVELOPMENT**

TO: Planning Commission

FROM: Mike Kamino, Director of Planning and Community Development

SUBJECT: Upcoming Planning Commission Meeting Schedule

DATE: November 16, 2006

In the month of December 2006, the Planning Commission is scheduled to hold its regular meetings on December 7 and 21. However, since the second meeting date in December is four days prior to the Christmas holiday, staff is seeking direction from the Planning Commission on whether you wish to cancel your regular meeting of December 21, 2006.

The first regular Planning Commission meeting in January of 2007 is scheduled to be held on January 4. Given that the New Year weekend falls four days prior to the meeting, staff is also seeking direction from the Planning Commission on whether you wish to cancel your regular meeting of January 4, 2007.

After receiving direction from the Planning Commission, staff will prepare for review and adoption an updated schedule of Planning Commission meetings for the 2007 calendar year.

Below is the current schedule of Planning Commission meetings for the next 3 months:

Date	Meeting
November, 16, 2006	Planning Commission meeting
December 7, 2006	Planning Commission meeting
December 13, 2006 (Wed.) @ 6:00 p.m.	Joint City Council/Planning Commission meeting on General Plan Update
December 21, 2006	Planning Commission meeting
January 4, 2007	Planning Commission meeting
January 18, 2007	Planning Commission meeting

I would also like to remind the Planning Commissioners of an important joint meeting you will be having with the City Council on the General Plan Update. The joint meeting is scheduled for Wednesday, December 13 at 6:00 p.m. in the City Hall Council Chambers. The purpose of the meeting is to get input from the Council and Commission on the issues to be explored in updating our General Plan. There will be an extensive public notification effort and the public will be given an opportunity to provide input as well. Staff will distribute the meeting packets the last week of November.

RECOMMENDATION

Staff recommends that the Planning Commission determine whether to cancel or reschedule the regular Planning Commission meetings scheduled for December 21, 2006 and January 4, 2007.