



STAFF REPORT SAN CLEMENTE PLANNING COMMISSION

Date: December 21, 2022

PLANNER: Adam Atamian, Deputy Community Development Director/ City Planner

SUBJECT: Establishment of Commission Meeting Schedule for 2023 and Early 2024

BACKGROUND

The Planning Commission has historically cancelled various future meetings in order to accommodate Commission and Staff vacations. In 2023, the first regular meeting of the Planning Commission is scheduled to occur on January 4. Staff recommends Commission cancels this meeting since City Hall will be closed the week prior when agendas and associated staff reports would normally be prepared. Additionally, the first Wednesday in July falls on the day after the 4th of July holiday. It is recommended that the Commission determine at this meeting whether to cancel or reschedule the July 5, 2023 meeting to avoid scheduling conflicts that may occur during the week due to the holiday.

Lastly, Staff recommends Commission cancels or reschedules its first meeting in January 2024 (i.e., January 3rd) since City Hall will be closed the week prior when agendas and associated staff reports would normally be prepared.

RECOMMENDATION

Staff recommends that the Planning Commission:

1. Cancel the Planning Commission meeting scheduled to occur on January 4, 2023.
2. Cancel the Planning Commission meeting scheduled to occur on July 5, 2023.
3. Cancel the Planning Commission meeting scheduled to occur on January 3, 2024.
4. Cancel or reschedule any other meetings as determined to be appropriate by the Commission.

Attachments:

1. 2023 City Holiday Calendar