



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: JUNE 15 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: TOM BARTLETT, A.I.C.P., CITY PLANNER

SUBJECT: ADOPTION OF RESOLUTION NO. 2020-1690, APPROVING A CHANGE TO THE REGULAR MEETING DAYS FOR THE PLANNING COMMISSION FROM THE SECOND AND FOURTH THURSDAYS OF EVERY MONTH TO THE FIRST AND THIRD THURSDAYS OF EVERY MONTH

DATE: JUNE 24, 2020

BACKGROUND:

In accordance with CMC Section 2.28.050 (shown below), regular meetings of the Calabasas Planning Commission had traditionally taken place on the second and fourth Thursday evenings of the month with a start time of 7:00 p.m.

"Regular meetings of the commission shall be held on the second and fourth Thursday of each month, or the next succeeding day which is not a holiday, at seven p.m., or at such other time as the commission may recommend and the city council may establish by resolution."

The Planning Commission may also meet on any other day and time as a special meeting of the Commission, provided that any such meeting is identified as a "Special Meeting" on the meeting agenda and the associated public notices. For approximately one year the Planning Commission convened at 6:00 p.m. because the members of the Commission preferred that time for their meetings; accordingly, these meetings were indicated on the meeting agendas and in public notices as "Special Meetings" of the Commission.

At the City Council's May 27, 2020 meeting, the City Council adopted Resolution Number 2020-1662 approving the 6:00 p.m. regular meeting start time for the Planning Commission. This meeting time change was approved based in part upon a recommendation for the change by a majority of the Planning Commission members. Unfortunately, staff and the Planning Commissioners had forgotten about a previous meeting change (a change to the days in the month) which should have been formalized via inclusion in Resolution No. 2020-1662.

On August 27, 2008, the City Council had changed its regular meeting days from the first and third Wednesdays of every month to the second and fourth Wednesdays of every month (Ordinance No. 2008-243). Because of this, the Planning Commission meeting days were shifted to the second and fourth Thursdays to remain on opposite weeks to the regular City Council meetings. However, this adjustment was not formally accomplished via a City Council resolution. And because the recently adopted Council Resolution No. 2020-1662 changed only the time of day for Planning Commission meetings, a second resolution is now needed to rectify the situation for the meeting days of every month.

Consistent with CMC 2.28.050, the attached resolution (City Council Resolution No. 2020-1690) will formally accomplish the change of the Planning Commission meeting days (from the second and fourth Thursdays to the first and third Thursdays).

FISCAL IMPACT/SOURCE OF FUNDING:

There are no fiscal effects associated with this action.

REQUESTED ACTION:

Staff recommends that the City Council adopt Resolution No. 2020-1690, changing the meeting days for regular meetings of the Planning Commission from the second and fourth Thursdays to the first and third Thursdays of every month.

ATTACHMENTS:

A: Resolution No. 2020-1690