



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: MAY 18, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

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

SUBJECT: ADOPTION OF RESOLUTION NO. 2020-1662, APPROVING THE RECOMMENDATION FROM THE PLANNING COMMISSION TO CHANGE THE REGULAR COMMISSION MEETING START TIME FROM 7:00 P.M. TO 6:00 P.M.

BACKGROUND:

Regular meetings of the Calabasas Planning Commission take place on Thursday evenings with a start time of 7:00 p.m. CMC Section 2.28.050 states as follows:

“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.”

Meanwhile, the Commission may also set a meeting for any other day and time as a special meeting of the Commission.

Often the Planning Commission must consider development proposals involving a high degree of complexity and public interest, requiring substantive and lengthy staff reports, extensive public hearing comment, and appropriately contemplative discussion and consideration by the commission members. With this in mind, and to afford ample opportunity for full consideration of all matters on the meeting agenda, the Commission members often prefer to convene their regular meetings at an earlier time – 6:00 p.m. Each instance when this has occurred, the Commission meeting had to be noticed as a “special meeting” of the Commission, even though

the meeting was nonetheless occurring on the regular meeting day. Identification of such a meeting as "Special Meeting" on the posted and mailed meeting agenda and on the City's website has often created confusion among members of the public, and among some commissioners as well.

On February 6, 2020 the Planning Commission voted to recommend to the City Council that regular meetings of the Commission officially begin at 6:00 p.m. The attached resolution (City Council Resolution No. 2020-1662) will accomplish the requested change, consistent with CMC 2.28.050.

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. 2020-1662, changing the meeting start time for regular meetings of the Planning Commission from 7:00 p.m. to 6:00 p.m.

ATTACHMENTS:

Resolution No. 2020-1662