



AGENDA ITEM SUMMARY FORM

MEETING DATE: April 13, 2021

PREPARED BY: Lindsay Koskiniemi and Frances Aguilar

AGENDA CONTENT: Discussion and possible action on Resolution No. 20210413-005 supporting the presentation of planning, zoning, and other development related agenda items to council on a date certain.

AGENDA ITEM SECTION: Consent Agenda

BUDGETED AMOUNT: None

FUNDS REQUESTED: None

FUND: None

EXECUTIVE SUMMARY:

Development Services staff members have assessed workload in conjunction with timeline of approvals between Planning & Zoning Commission meetings and regularly scheduled City Council meetings and determined moving approval of P&Z items to the second Council meeting in the month will help staff manage workflow.

Planning & Zoning meets the first Thursday of the month at noon, and City Council meets the second and fourth Tuesdays of the month at 6:00 p.m. When P&Z items are presented to Council at the second Tuesday meeting, it seldomly leaves staff with adequate time to prepare agenda items.

At the Planning & Zoning Commission meeting on April 1, 2021, Development Services Director, Walter Reeves, presented the subject for discussion, to which no Commissioners took exception.

Staff has also identified moving all development related items to the second Council meeting will assist with scheduling conflicts and ease the number of items discussed at the first Council meeting.

RECOMMENDATION:

Staff recommends Council approve Resolution No. 20210413-005.