



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78620

Submitted By: Andrea Cunningham, City Secretary

Commission Meeting Date: October 24, 2023

Agenda Item Wording: **Discuss and consider approval of the 2024 Planning & Zoning Commission meeting calendar.**

Agenda Item Requestor: Tory Carpenter, Planning Director

Summary/Background: Each year the City Secretary prepares the next year's meeting calendar for approval by the Planning & Zoning Commission. Meeting dates are scheduled using the frequency as stated in the Commission ordinance. In 2023 the Commission met the 2nd and 4th Tuesday of each month in order to make sure that statutory deadlines were being met. August 2023 is the only month where the Commission had 2 monthly meetings, and one of the meetings was a workshop with no action. For this reason and recent changes in by the legislature, the Commission can return to 1 meeting a month on the 4th Tuesday. Should the need ever arise for an additional meeting, the Chair and/or Planning Director will coordinate with the City Secretary's Office on scheduling and agenda.

Attached for review is the proposed 2024 meeting calendar with approved city holidays. The meeting conflicts are listed below with staff recommendations; however, the Commission may schedule these to any preferred date. Meetings can also be rescheduled throughout the year as the Board sees fit.

- Tuesday, May 28th, Follows Monday Closure for Memorial Day (may not be necessary)
 - Reschedule to Tuesday, May 14th
- Tuesday, December 24th, Christmas Eve
 - Reschedule to Tuesday, December 10th

Committee Recommendations: Staff recommends approval of the calendar as presented with rescheduling the May meeting to May 14, 2024. Should there be any changes to the recommended meeting dates, please provide for those changes in a motion.

Attachments: 1. PZC 2024 Draft Calendar

Next Steps/Schedule:

1. Update calendar if any changes
2. Add meetings to calendars:
 - a. Council Chamber calendar
 - b. Staff, City Council, and Commissioner calendar invite
 - c. City website main calendar
 - d. Municode Agenda (automatically populates Agendas and Minutes webpage with upcoming meetings)
3. Provide final calendar to City Council, Commissioner and Staff