

**PLANNING COMMISSION  
STAFF REPORT  
DECEMBER 19, 2023**

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**Prepared by:** Amy Wolfson, City Planner

**Subject:** Recommendation to change the Regular Planning Commission time to 6PM

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**RECOMMENDATION:**

1. That the Planning Commission recommend that City Council adopt the attached draft Resolution to change the regular meetings of the Planning Commission to 6 p.m. on the third Thursday of each calendar month beginning February 1, 2024

**BACKGROUND:**

The City Council approved Resolution 2023-66, which will change their regular meeting time from 7:00 p.m. to 6:00 p.m. starting January 1, 2024. Staff anticipates that the earlier start time will encourage more people to participate in civic discussions, which may better accommodate the schedules of residents who have family commitments or work obligations during the evening hours. This change is expected to improve accessibility, transparency, and participation, making the governance process more inclusive and effective.

At the November planning commission meeting, commissioners were asked if they wanted to change the commission time to 6 p.m. The commission indicated that they preferred to have more data to inform their decision. Staff was unable to find data on this specific topic but did review surrounding communities of Auburn (6 p.m.), Nevada City (1:30 p.m.), Nevada County (1:30 p.m.), and Truckee (5 p.m.), all of whom have a start time of 6 p.m. or earlier. Staff also sought advice from PlaceWorks, a planning and design firm, often contracted by local jurisdictions for special projects or to serve as an extension of staff. They suggested that a 6 or 6:30 p.m. time generally brings increased attendance.

**ENVIRONMENTAL DETERMINATION:**

Not a project under the California Environmental Quality Act (CEQA).

**ATTACHMENTS**

- Resolution 2024-XX (Resolution to change Planning Commission time to 6 p.m.)

***Draft* RESOLUTION NO. 2024-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRASS  
VALLEY ESTABLISHING REGULAR PLANNING COMMISSION  
MEETING TIMES**

**WHEREAS**, Section 1 ("Meetings.") of Article VI ("The Council, Powers and Duties") of the Grass Valley City Charter authorizes the City Council to "hold regular monthly meetings at time fixed by ordinance or resolution"; and

**WHEREAS**, the City Council recently approved Resolution 2023-66 to change the meeting time of its regular City Council meetings from 7:00 p.m. to 6:00 p.m. beginning January 1, 2024.

**WHEREAS**, the City Council desires to change the meeting time of its regular Planning Commission meetings from 7:00 p.m. to 6:00 p.m. beginning February 1, 2024.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Grass Valley as follows:

- 1. Recitals.** That the foregoing statements are true and correct.
- 2. Meeting Time.** Regular meetings of the Planning Commission shall be held at 6:00 p.m. on the third Tuesday of each calendar month beginning February 1, 2024.
- 3. Effective Date.** This Resolution shall take effect immediately upon adoption.
- 4. Certification.** The Grass Valley City Clerk shall attest to the passage and adoption of this Resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

**ADOPTED** as a Resolution by the City Council of the City of Grass Valley at a regular meeting thereof held on the 9th day of January 2024, by the following vote:

AYES:

NOES:

ABSTAINS:

ABSENT:

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Jan Arbuckle, Mayor

ATTEST:

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Taylor Day, City Clerk

APPROVED AS TO FORM:

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Michael G. Colantuono, City Attorney