



TO: Environmental Commission

FROM: Ranu Aggarwal, AICP, Contract Planner, Interim Staff Liaison

SUBJECT: Environmental Commission Meeting Schedule

RECOMMENDATION:

Consider and vote on an alternative Environmental Commission regular meeting schedule

BACKGROUND

The Environmental Commission currently holds its regular public meetings at 7:00 p.m. on the second Monday of every month. The Chair of the Commission has proposed changing the regular schedule of the meetings to another date and time of convenience to the Commissioners and staff.

DISCUSSION

A consideration of this item by the Environmental Commission will follow the standard procedure as governed by the Commission and Committee Handbook and as follows:

- Presentation by the Chair as the proponent of the request.
- Clarifying questions, if any, by the Commissioners.
- Opportunity for the members of the public to speak on the item.
- Discussion of the item by the Commissioners.
- If needed, a motion is made upon which the Commission votes on the matter. The motion will require a second.

If the Commission votes to change the regular meeting schedule of the Environmental Commission, City Council approval of the change in the schedule shall be required prior to becoming effective.