

Recommendations:**Meeting Date and Time:**

I am recommending a meeting date of the second Tuesday of each month. The only holiday that may impact that meeting day is Veteran's Day which would happen once every six to seven years.

At your October meeting in the beginning of the meeting, I notified the commission of the need for meeting in November. After I signed off because I was out of town, commission members then stated they were unavailable for the meeting. This proposed new meeting date should avoid that problem in the future.

I am also recommending a meeting time start of 5:30pm. If there is need for a work session it would start at 5:30pm with the regular meeting happening after the work session.

All of these proposed changes will save the city money.

Membership:

The city has on its website a membership application for anyone interested being on the commission. The mayor **makes** the decision who he or she wants to recommend to the council.

Size:

Contrary to public statement, the Planning Commission can be only five members. Unalaska has five members and is a CLG community.

Open Meetings and Variances:

Sam Severin, Nome's City Solicitor, will be briefing the commission on the "Open Meetings Act" and what is allowed to grant a variance.