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MEMORANDUM

TO: PLANNING COMMISSION
FROM: KEN ONDICH, COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: ESTABLISHING NEW REGULAR MEETING TIME FOR PLANNING COMMISSION
DATE: JUNE 15, 2026

During the miscellaneous section of the May 27th Planning Commission meeting, Council Member Shawn Ryan asked about moving the regular Planning Commission Meeting time from 6:30PM to 6:00PM on the 4th Wednesday of each month and to put the discussion on the agenda for the June Planning Commission meeting.

While the City Code and the UDC do not specifically list a time the Planning Commission must meet, Chapter 30.12 of the City Code does require that the regular meeting time must be established by the City Council.

Should the Planning Commission wish to move forward with changing the meeting time from 6:30PM to 6:00PM, staff would recommend that the Planning Commission approve a motion recommending that the City Council approve a resolution establishing a new regular meeting time at 6:00PM.

A draft copy of the City Council resolution is attached as information.

Staff Recommendation

Discuss moving the regular scheduled Planning Commission meeting time on the 4th Wednesday of each month from 6:30PM to 6:00PM and approve a motion recommending the City Council pass a resolution to effectuate this change.