



**TO:** Planning Commission Chair and Members

**FROM:** Peter Imhof, Planning and Environmental Review Director

**CONTACT:** Lisa Prasse, Current Planning Manager

**SUBJECT:** Planning Commission Meeting Schedule for 2024

**RECOMMENDATION**

Confirm the 2024 Planning Commission Meeting Schedule, including no meetings on five regular hearing dates with identified holiday conflicts, namely, March 25, April 22, May 27, November 11, and December 23, 2024. If the Planning Commission decides to cancel the November 25, 2024 meeting, then staff recommends adding November 18, 2024, as the Planning Commission’s sole meeting date in November 2024.

**DISCUSSION**

The Planning Commission’s regularly scheduled meeting dates are the second and fourth Mondays of each month. The Planning Commission typically does not hold meetings on dates that the City organization observes as holidays or closures, which in 2024 will be May 27<sup>th</sup> (Memorial Day), November 11<sup>th</sup> (Veterans Day), and December 23<sup>rd</sup> (holiday closure).

The table below lists the regularly scheduled meeting dates for the calendar year 2024, along with City-observed holidays (marked with an asterisk) and potential holiday conflicts for the Commission’s consideration (marked with double asterisk).

TABLE 1

<b>Regularly Scheduled Planning Commission Meeting Dates in 2021</b>	
<b>January</b>	<b>8<sup>th</sup> and 22<sup>nd</sup></b>
<b>February</b>	<b>12<sup>th</sup> and 26<sup>th</sup></b>
<b>March</b>	<b>11<sup>th</sup> and 25<sup>th</sup> **</b>
<b>April</b>	<b>8<sup>th</sup> and 22<sup>nd</sup> **</b>
<b>May</b>	<b>13<sup>th</sup> and 27<sup>th</sup>*</b>
<b>June</b>	<b>10<sup>th</sup> and 24<sup>th</sup></b>
<b>July</b>	<b>8<sup>th</sup> and 22<sup>nd</sup></b>
<b>August</b>	<b>12<sup>th</sup> and 26<sup>th</sup></b>
<b>September</b>	<b>9<sup>th</sup> and 23<sup>rd</sup></b>
<b>October</b>	<b>14<sup>th</sup>** and 28<sup>th</sup></b>

November	11 <sup>th</sup> * and 25 <sup>th</sup> **
December	9 <sup>th</sup> and 23 <sup>rd</sup> *

\* Holiday Conflict  
\*\*Potential Holiday Conflict

As noted above, there are three dates that the Planning Commission will not meet because of recognized City holidays/closures. In addition, there are four other potential conflicts with regularly scheduled Planning Commission meetings in 2024 as follows:

March 25, 2024	Spring Break for UCSB, GUSD, and SBUSD
April 22, 2024	Passover
October 14, 2024	Columbus Day/Indigenous Peoples Day
November 25, 2024	Monday of Thanksgiving week

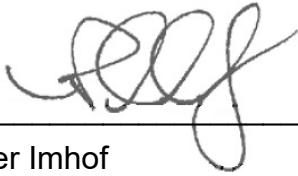
The first date conflicts with spring break/end of academic quarter break observed by the local public-school districts and the University of California. The second conflict occurs with the observance of Passover. The third conflict is with Columbus Day/Indigenous People Day, which is not a holiday observed by the City of Goleta or local school districts.

The fourth potential conflict occurs on November 25<sup>th</sup>, the Monday of Thanksgiving week. Community members and commissioners might be traveling (the local school districts will not be holding classes Thanksgiving week) and/or might not be prepared to engage in hearing matters during this holiday week. However, if this meeting is cancelled, then staff suggests scheduling November 18, 2024 as the sole meeting date in November, since the other regularly scheduled November meeting date will be cancelled in observance of Veterans Day.

In regard to the summer months, it is up to the Planning Commission whether the Commission wants to limit meetings to one per month. The City Council and DRB tend to only hold one meeting per month during July and August. The decision regarding which meetings dates will be necessary during the summer of 2024 can be made closer to the summer months. The Planning Commission may decide whether there are any additional hearing dates that it would be appropriate to cancel.

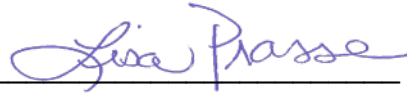
Based on the conflicts noted above, staff recommends cancelling the March 25, 2024, and April 22, 2024 meetings, for the reasons stated above, in addition to the holiday closures of May 27, November 11, and December 23, 2024 (City Hall holiday closures) and requests that the Planning Commission decide whether to meet on November 18, 2024 or November 25, 2024 (regularly scheduled date).

**Approved By:**

A handwritten signature in black ink, appearing to read 'P. Imhof', written over a horizontal line.

Peter Imhof  
Planning Commission Secretary

**Prepared By:**

A handwritten signature in blue ink, appearing to read 'Lisa Prasse', written over a horizontal line.

Lisa Prasse  
Current Planning Manager