



TO: Design Review Board Chair and Members

FROM: Mary Chang, Design Review Board Secretary

SUBJECT: Design Review Board Meeting Schedule for 2022

RECOMMENDATION

Confirm the 2022 Design Review Board Meeting Schedule, including no meetings on three regular hearing dates with identified holiday conflicts (January 11, 2022, November 22, 2022, and December 27, 2022).

DISCUSSION

The Design Review Board's regularly scheduled meeting date is the second and fourth Tuesday of each month. The Design Review Board typically does not hold meetings on dates that the City organization observes as holidays or closures, which in 2022 will be December 27th (holiday closure).

The table below lists the regularly scheduled meeting dates for the calendar year 2022, along with City-observed holidays (marked with an asterisk) and potential holiday conflicts for the Commission's consideration (marked with double asterisk).

Table 1

Regularly Scheduled Design Review Board Meeting Dates in 2022	
January	11 th and 25 th
February	8 ^h and 22 nd
March	8 th and 22 nd
April	12 th and 26 th
May	10 th and 24 th
June	14 th and 28 th
July	12 th and 26 th
August	9 th and 23 rd
September	13 th and 27 th
October	11 th and 25 ^h
November	8 th and 22 th **
December	13 th and 27 ^h *

* Holiday Conflict

**Potential Holiday Conflict

As noted above, there is one date that the Planning Commission will not meet because of recognized City holidays/closures. In addition, there is one other potential conflict with regularly scheduled Design Review Board meetings in 2022 as follows:

November 22, 2022,

Tuesday of Thanksgiving Holiday week

The potential conflict is on November 22nd, the Tuesday of the Thanksgiving holiday week. Community members and commissioners might be traveling and/or might not be prepared to engage in hearing matters during this holiday week as Thursday and Friday of that week observe the Thanksgiving holiday and many Community members are on holiday that week.

In regard to the summer months, it is up to the Design Review Board whether the Board wants to limit meetings to one per month. City Council and Planning Commission 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 2022 can be made closer to the summer months.

The Design Review Board 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 November 22, 2022 meeting for the reasons stated above, in addition to the holiday closure of December 27, 2022 (City Hall Holiday Closure).**