



**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 2019

### RECOMMENDATION

Confirm the meeting dates for 2019, after making any adjustments based on identified holiday conflicts.

### DISCUSSION

The Planning Commission's regularly scheduled meeting date is the second and fourth Monday of each month. The Planning Commission typically does not hold meetings on dates that the City organization observes as holidays or closures, which in 2019 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 2019 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 Planning Commission Meeting Dates in 2019	
January	14 <sup>th</sup> and 28 <sup>th</sup>
February	11 <sup>th</sup> and 25 <sup>th</sup>
March	11 <sup>th</sup> and 25 <sup>th</sup> **
April	8 <sup>th</sup> and 22 <sup>nd</sup>
May	13 <sup>th</sup> and 27 <sup>th</sup> *
June	10 <sup>th</sup> and 24 <sup>th</sup>
July	8 <sup>th</sup> and 22 <sup>nd</sup>
August	12 <sup>th</sup> and 26 <sup>th</sup>
September	9 <sup>th</sup> and 23 <sup>rd</sup>
October	14 <sup>th</sup> ** and 28 <sup>th</sup>

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

\* 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 three other potential conflicts with regularly scheduled Planning Commission meetings in 2019. The Planning Commission may want to cancel the meetings scheduled on those dates. The dates and reasons for the conflicts are:

March 25<sup>th</sup>                --- Spring break for the local school districts  
 October 14<sup>th</sup>            -- Columbus Day  
 November 25<sup>th</sup>        --- Monday preceding the Thanksgiving holiday weekend

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 potential conflict is the celebration of Columbus Day. However, Columbus Day is not a holiday observed by the City of Goleta or local school districts.

The third potential conflict is on November 25<sup>th</sup>, the Monday preceding the Thanksgiving holiday. Community members and commissioners might be traveling and/or will not be prepared to engage in hearing matters immediately preceding the long weekend. The Planning Commission cancelled the Monday, November 26, 2018 meeting for these reasons.

On November 6, 2018, the City Council considered its meeting schedule for calendar year 2019. The Council chose to cancel its first meetings of July 2019 and August 2019 and approved the holiday closure between December 23, 2019 through January 1, 2020. The Council's action did not limit the Planning Commission meetings in the summer months. That decision was left up to the Planning Commission. Presently, staff would not recommend that the Planning Commission cancel any summer meetings given the pending review of the new Zoning Ordinance. The decision regarding which meetings dates will be necessary during the summer of 2019 can be made closer to the summer months.

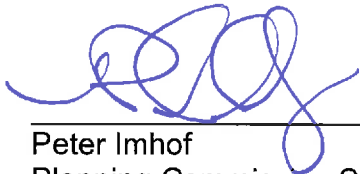
The Planning Commission should discuss/decide if there are additional hearing dates (beyond the official City holidays/closures) that it would be appropriate to cancel, considering the conflicts identified. Based on the conflicts noted above, staff recommends cancelling potentially all the dates highlighted above, except for October 14, 2019 (Columbus Day).

## PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process.

Approved By:

Prepared By:

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

Peter Imhof  
Planning Commission Secretary

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

Lisa Prasse  
Current Planning Manager