



TO: PLANNING COMMISSION
FROM: ASSISTANT PLANNER
DATE: MARCH 5, 2013 MEETING

CONSIDERATION OF CHANGING THE DAY OF PLANNING COMMISSION MEETING

RECOMMENDATION

Discuss and approve Resolution #13-01 changing the Planning Commission meeting day. Staff recommends changing the day to the fourth Tuesday of every month.

DISCUSSION

A potential conflict has arisen with the Town Attorney and the current meeting day of the Planning Commission. There are two (2) options to rectify this potential scheduling conflict:

- (1) Have a new Attorney assigned to the Town for the Planning Commission meetings;
- (2) Change the meeting day to one of the following:
 - a) Second Monday of every month;
 - b) Third Monday of every month;
 - c) Fourth Monday of every month;
 - d) Fourth Tuesday of every month.

Staff feels that retaining the current Town Attorney for your meetings would be very beneficial. She has served the Planning Commission well in her time working for the Town (1+ years) and has shown that she possesses the knowledge and experience that is desired by the Town.

NOTE: The Commission may also wish to discuss amending the starting time of the meeting.

BACKGROUND

In March of 2011, the Commission changed the regular meeting day from the third Tuesday to the first Tuesday of every month in order to accommodate a scheduling conflict a Commissioner had at the time. In August of 2012, the Commission opted not to revert their regular meeting day back to the third Tuesday when the scheduling conflict no longer existed.

RECOMMENDATION

Discuss and approve Resolution #13-01 changing the Planning Commission meeting day. Staff recommends changing the day to the fourth Tuesday of every month.

RESOLUTION NO. 13-01

A RESOLUTION OF THE PLANNING COMMISSION OF THE TOWN OF LOOMIS CHANGING THE REGULARLY SCHEDULED MEETING DAY FROM THE FIRST TUESDAY OF EACH MONTH TO THE FOURTH TUESDAY OF EACH MONTH.

WHEREAS, in order to accommodate a scheduling conflict, the Planning Commission wishes to change the day of their regularly scheduled meetings.

NOW THEREFORE, IT IS HEREBY RESOLVED that the Planning Commission of the Town of Loomis will now hold their regular meetings on the fourth Tuesday of each month.

PASSED AND ADOPTED this 5th day of March, 2013, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

__(name)_____, Chairman

Matt Lopez, Assistant Planner