



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Planning Commission

FROM: Anastazia Aziz, AICP, Senior Planner

MEETING DATE: March 6, 2014

SUBJECT: Planning Commission Meeting Frequency and Site Review Meetings

CEQA: Does not constitute a "Project" under CEQA Guidelines

RECOMMENDATION

Receive as information.

BACKGROUND

The Planning Commission currently meets four times per month, at Site Review meetings on the 1st and 3rd Tuesday of the month at 4pm, and at regular hearings on the 1st and 3rd Thursday at 6:00pm, or on the 2nd and 4th Thursdays at 6pm when the 1st of the month falls on a Thursday.

DISCUSSION

Community Development Department staff is currently responsible for staffing five City Commissions, Boards and Committees, some of which meet up to four times per month, resulting in approximately 13 public meetings and hearings per month that require CDD staffing. CDD staff is responsible for staffing the following, including the preparation of all packet materials:

1. Planning Commission;
2. Architectural Review Board;
3. Historic Resources Committee;
4. Beautification and Natural Resources Committee; and,
5. Historic Preservation Ordinance Ad Hoc Committee (temporarily on hiatus due to lack of staff).

Given the current lack of senior staff and the number of Commissions, Boards and Committees delegated to CDD, the City Manager recommends Planning Commission meetings be held once per month, preferably on the 1st Thursday of the month, regardless of whether the 1st Thursday is on the first of the month. The one meeting per month schedule is in conformance with Section 3.02.050 of the Municipal Code which states the planning commission shall meet at a regular time at least once a month.

Site Review meetings, which are not required by the Municipal Code, may be held at the request of the Commission at 4pm on the day of the public hearing. In lieu of the Site Review meeting, Commissioners can visit the sites independently.

03/06/14 PC

Item 11.a

FISCAL IMPACT

None.

ATTACHMENTS

1. None.

SUBMITTED BY:

A handwritten signature in dark ink, appearing to be 'AZ' followed by a stylized flourish.

Anastazia Aziz, AICP
Senior Planner