



City of Santa Clara

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Agenda Report

19-1635

Agenda Date: 1/15/2019

REPORT TO COUNCIL

SUBJECT

Action on a Resolution Approving the 2019 Planning Commission Calendar of Meetings and Delegating to the Planning Commission the Authority to Adopt Future Annual Meeting Calendars

BACKGROUND

The City Code states that each board or commission shall hold regular meetings at the times and on the days indicated by resolution of the City Council. Resolution 5195 (Attachment 1), which was adopted by the City Council in 1987, states that the Planning Commission shall hold meetings on the second and fourth Wednesday of each month at 7:00 p.m.

DISCUSSION

At the October 24, 2018 Planning Commission meeting, the Commission recommended the proposed 2019 Schedule of Meetings (Attachment 2), which would include 19 meeting dates rather than the 24 meeting dates called for in the 1987 City Council Resolution 5195. Staff analyzed the frequency of meeting cancellations due to fluctuations in workflow and conflicts with proximate City Holidays in 2018 and proposed a total of 19 Planning Commission Meetings for 2019 based upon this information. In addition to recommending the 2019 Schedule of Meetings, the Planning Commission's action also recommended a modified start time for meetings to begin at 6 p.m. The Planning Commission articulated that the earlier start time would be more beneficial to the public to ensure that meetings conclude earlier and do not extend into later hours.

A resolution, which would amend the previously adopted Resolution 5195 in regards to the Planning Commission scheduling of meetings, is attached to this report (Attachment 3). The new resolution for City Council approval establishes the 6 p.m. Planning Commission start time and new requirement for a minimum of one Planning Commission meeting per month scheduled on Wednesdays. In an effort to streamline processes, the resolution also specifies that the Planning Commission shall be authorized to adopt its own meeting calendar for subsequent years within these parameters.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a government organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no fiscal impact other than administrative time and expense to set the meetings.

COORDINATION

This report has been coordinated with the City Attorney's Office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Adopt a Resolution approving the 2019 Planning Commission Calendar of Meetings, setting the number and start time of regular Planning Commission meetings to at least once a month starting at 6 p.m., and delegating to the Planning Commission the authority to adopt future annual meeting calendars

Reviewed by: Andrew Crabtree, Director, Community Development

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Resolution 5195
2. 2019 Planning Commission Calendar of Meetings
3. Recommended Resolution