



# **PLANNING COMMISSION AGENDA REPORT**

V.2

MEETING DATE: JULY 13, 2009

ITEM NUMBER:

**SUBJECT: REGULAR PLANNING COMMISSION MEETINGS TO BE SCHEDULED FOR THE SECOND MONDAY OF EVERY MONTH**

**DATE: JUNE 22, 2009**

**FOR FURTHER INFORMATION CONTACT: CLAIRE L. FLYNN, PLANNING ADMINISTRATOR  
(714) 754-5278**

## **DESCRIPTION**

Pursuant to Council action, decrease the regular Planning Commission meetings to once a month, effective the beginning of the 2009-2010 Fiscal Year on July 1, 2009.

## **RECOMMENDATION**

Approve by adoption of attached resolution.

*Claire L. Flynn*

CLAIRE L. FLYNN, AICP  
Planning Administrator

*Khanh Nguyen*

KHANH NGUYEN  
Acting Assistant Director

**BACKGROUND**

On June 16, 2009, the Costa Mesa City Council adopted the municipal budget for the 2009/10 Fiscal Year. In order to reduce costs associated with Commission meetings, Council limited regular Planning Commission meetings to once a month. This will be effective on July 13, 2009 at the first Commission meeting of the new fiscal year.

**ANALYSIS**

The Planning Commission's ByLaws indicate that "regular meetings of the Commission shall be held at 6:00 p.m. on the second and fourth Mondays of each calendar month except December, in the Council chambers. In December, only one meeting shall be held on the second Monday of the month."

Council's action regarding the number of Commission meetings is for an undetermined time period. Given that this is a temporary adjustment to the Commission's regular schedule, it is not necessary to formally amend your ByLaws to reflect the change in the meeting schedule.

Commission may still schedule second meetings in the same month if it is necessary to expedite processing and/or take action on an application. Because regular meetings would be limited to once a month, the second meeting would be considered a "special meeting" and would occur on the fourth Monday of the month.

Adoption of the attached resolution will achieve the following objectives:

- Indicate that **regular** Planning Commission meetings will be held on the second Monday of every month until further notice;
- Indicate that **special** Planning Commission meetings will be held on the fourth Monday of the month if deemed necessary;
- Eliminate the need to publish meeting cancellation notices for the fourth Monday meetings

**CONCLUSION**

Adoption of the attached Resolution will be consistent with Council action.

File: 071309PCMeetings	Date: 070209	Time: 3:30 p.m.
------------------------	--------------	-----------------

**RESOLUTION NO. PC-09-**

**A RESOLUTION OF THE PLANNING COMMISSION OF  
THE CITY OF COSTA MESA, CALIFORNIA, TO  
ESTABLISH A NEW SCHEDULE FOR REGULAR AND  
SPECIAL PLANNING COMMISSION MEETINGS.**

THE PLANNING COMMISSION OF THE CITY OF COSTA MESA DOES HEREBY  
RESOLVE AS FOLLOWS:

WHEREAS, the Planning Commission adopted Bylaws pursuant to the provisions of  
Section 13-10(h) of the Costa Mesa Municipal Code;

WHEREAS, on June 16, 2009, the City Council adopted the Fiscal Year 2009-2010  
Budget which decreased the number of regular Planning Commission meetings to once a  
month to reduce the City's costs associated with staffing and facilities expenses;

WHEREAS, this change in the meeting schedule is considered temporary until further  
notice and does not require a formal amendment to the Planning Commission's ByLaws;

WHEREAS, the Commission determined that **regular** Planning Commission meetings  
shall occur only once a month and shall be held on the second Monday of every month;

WHEREAS, if deemed necessary by the Planning Commission, **special** meetings shall  
be scheduled on the fourth Monday of the month. Unless a special meeting is scheduled, the  
Planning Commission shall no longer hold two meetings in the same month;

WHEREAS, once the new meeting schedule is in place, the Planning Commission does  
not find it necessary to publish meeting cancellation notices for the fourth Monday meetings;

BE IT RESOLVED that the Planning Commission does hereby adopt this Resolution to  
set forth the new schedule for regular and special Planning Commission meetings as described  
herein, effective July 13, 2009 until further notice.

**PASSED AND ADOPTED** this 13th day of July, 2009.

---

JAMES RIGHEIMER  
Chair, Costa Mesa Planning Commission

STATE OF CALIFORNIA )  
 )ss  
COUNTY OF ORANGE )

I, Claire Flynn, Assistant Secretary to the Planning Commission of the City of Costa Mesa, do hereby certify that the foregoing Resolution was passed and adopted at a meeting of the City of Costa Mesa Planning Commission held on July 13, 2009 by the following votes:

AYES: COMMISSIONERS:  
NOES: COMMISSIONERS:  
ABSENT: COMMISSIONERS:  
ABSTAIN: COMMISSIONERS:

---

CLAIRE FLYNN, AICP  
Assistant Secretary, Costa Mesa Planning Commission