

**To:** Planning Commission

**From:** Fabiola Zelaya Melicher, Deputy Community Development Director

**Date:** October 21, 2024

**Subject:** **2025 Planning Commission Meeting Schedule**

**REQUEST:**

To approve the proposed 2025 Planning Commission Schedule (Attachment #1). Meetings may be added to process entitlements with time limitations, or if the need for study sessions arises.

**RECOMMENDATION:**

1. Approve the 2025 Planning Commission Schedule.
2. Find that this action is not a project as defined by the California Environmental Quality Act.

**BACKGROUND:**

Planning Commission Procedures Article 1, Section I-1. Regular Meetings pertains to the regular meeting schedule and states: "The Planning Commission of the City of Thousand Oaks regularly meets on the Monday prior to regular City Council meetings, and may hold meetings on other Mondays as required to process entitlements in accordance with prescribed time limitations, conduct study sessions or other public meetings as required; and the tentative meeting schedule for each calendar year shall be approved by the Planning Commission. Meetings shall not be held during the month of August unless deemed necessary by a majority of members or so directed by City Council. The meeting shall start at the hour of 6:00 p.m. If any such meeting falls on a holiday, that meeting shall be canceled."

The City Council Meeting Schedule is attached (Attachment #2). Please note that in 2025, the City Council has scheduled a meeting for August 26<sup>th</sup>. As part of a long-standing cost-savings action for setting up the Scherr Forum for official public meetings, the Planning Commission meetings are now scheduled during the same week as City Council. Therefore, for the upcoming year, a Planning Commission meeting has been scheduled for August 25<sup>th</sup>.

Prepared by: Lori Goor, Senior Recording Secretary

**Attachments:**

- Attachment #1 – Draft 2025 Planning Commission Meeting Schedule
- Attachment #2 – 2025 City Council Meeting Schedule