CITY OF MORGAN HILL

AGENDA ITEM
NO. 7

MEMORANDUM

To: **PLANNING COMMISSION**

Date: October 24, 2006

From: **COMMUNITY DEVELOPMENT DEPARTMENT**

Subject: **HOLIDAY MEETING SCHEDULE**

REQUEST

Staff would like the Planning Commission to review and discuss its meeting schedule for November and December. This will enable staff to notify applicants of the upcoming meeting dates and the scheduling of projects for Commission review in accordance with any adjusted meeting schedule. The regular Planning Commission meetings are on November 14 and November 28, and on December 12 and December 26, 2006. City offices will be close from December 22 to January 2, 2007 as part of our annual holiday work furlough. In past years, the Commission has canceled its second meeting in November and December due to the Thanksgiving and Christmas holidays and City work furlough.

Two agenda items are tentatively scheduled for the November 28 meeting and one item is scheduled for December 12 meeting. The November meeting items are a development approval amendment for the Capriano development (Tilton – Glenrock) and a subdivision and development agreement application (E. Main – Ahlin). The Ahlin application will require preparation of an Environmental Initial Study and will likely be placed on a later meeting agenda.

In December, staff recommends the Commission hold its regular meeting on December 12.

It is requested that the Planning Commission indicate whether it wishes to adjust its November and/or December meeting schedule so that staff can schedule projects accordingly.

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