



CITY OF FORT BRAGG
416 N. FRANKLIN, FORT BRAGG, CA 95437
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MEMORANDUM

DATE: January 10, 2024
TO: Planning Commissioners
FROM: Community Development Director
SUBJECT: Suggested 2024 Schedule for Regular Planning Commission Meetings

Background: The March 22, 2023 adopted bylaws establish that regularly scheduled Planning Commission meetings fall on the second and fourth Wednesday of each month, with some exceptions when dates conflict with holidays. Whereas, Fort Bragg Municipal Code Section 2.20.060 MEETINGS - MAINTAINING PUBLIC RECORD states:

The Planning Commission shall meet at least once a month at the time and place as it may fix by resolution, and shall cause a record to be kept of all of its proceedings, which record shall be a public record. Staff shall be the body utilized by the Commission to cause the record to be made.

Be assured that whether a regular meeting is held or cancelled, Community Development Department staff facilitate notices, distribution of reports, and use of Town Hall. During 2023, seven meetings were held and eighteen meetings cancelled. In 2022, twelve meetings were cancelled and in 2021, eleven meetings were cancelled. The following lists potential 2024 meeting dates. Planning Commission meetings will not be scheduled on November 27 nor December 25.*

	Second Wednesday	Fourth Wednesday
January	1-10-2024	1-24-2024
February	2-14-2024	2-28-2024
March	3-13-2024	3-27-2024
April	4-10-2024	4-24-2024
May	5-8-2024	5-22-2024
June	6-12-2024	6-26-2024
July	7-10-2024	7-27-2024
August	8-14-2024	8-28-2024
September	9-11-2024	9-25-2024
October	10-9-2024	10-23-2024
November	11-13-2024	11-27-2024*
December	12-11-2024	12-25-2024*

Recommendations:

- (1) If it is the pleasure of the Planning Commission, adopt a 2024 meeting schedule, where regular meetings would be held on the second Wednesday of each month; and direct staff to arrange Special Meetings as needed and with attention to scheduling meetings at 6:00 P.M. on the fourth Wednesday of the month.
- (2) If the Planning Commission desires amendments to the March 22, 2023 bylaws, direct staff to prepare a resolution for consideration.

Attachments:

1. PC Bylaws Amended March 22, 2023
2. Fort Bragg Municipal Code Chapter 2.20 Planning Commission
3. Draft Planning Commission Resolution to Adopting Planning Commission 2024 Meeting Schedule