Planning Commission Regular Meeting
Agenda Item 5.a.

Agenda Item: **Resolution to establish the Planning Commission meeting schedule for January 1, 2026, to December 31, 2026.**

Meeting Date: October 27, 2025

Category: New Business

Prepared by: Aaron Zoellick, Clerk of Boards and Commissions

Description:
The Planning Commission bylaws prescribe the meeting schedule.

The Department of Community Development, in coordination with the Town Clerk's office, would like to propose a resolution to set the meeting schedule for the calendar year 2026. The meeting schedule is generally modified to accommodate holidays and occasions of conflicts with other Town meetings and events. The adopted meeting schedule is included in the printed annual town calendar, which is currently under development.

Background:
Staff has prepared the proposed resolution for the calendar year 2026 based on the following guidelines:

• Planning Commission regular meetings are scheduled for the fourth Monday of the month;
• Planning Commission work sessions are scheduled for the second Monday of the month;
• Meeting dates may be changed by resolution of the commission.

Fiscal Impact:
N/A

Staff Recommendation/Next Steps:
Recommend approval of the 2026 Planning Commission meeting schedule in accordance with the proposed resolution.

Attachments:
1. Resolution (Proposed)