Planning Commission
Regular Meeting
Agenda Item 4.a.

Agenda Item: **Resolution to establish the Planning Commission meeting schedule for January 1, 2027 to December 31, 2027**

Meeting Date: September 28, 2026

Category: New Business

Prepared by: Margie Tacci, Deputy Town Clerk

Description:
The Planning Commission bylaws prescribe the meeting schedule. The proposed resolution sets the meeting schedule for the calendar year 2027. 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/Timing Impact:
Staff has prepared the proposed resolution for the calendar year 2027 based on the following guidelines:

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

Fiscal Impact:
N/A

Legal Impact:
In accordance with the Planning Commission bylaws, the Planning Commission is required to adopt its meeting schedule annually by resolution.

Staff Recommendation/Next Steps:
Staff recommends approval of the resolution as presented.

Attachments:
1. Resolution (Proposed)