



PLANNING COMMISSION AGENDA REPORT

MEETING DATE: DECEMBER 8, 2025

ITEM NUMBER: NB-2

SUBJECT: REVIEW AND APPROVE THE 2026 PLANNING COMMISSION MEETING CALENDAR

**FROM: ECONOMIC AND DEVELOPMENT SERVICES DEPARTMENT/
PLANNING DIVISION**

**PRESENTATION BY: CARRIE TAI, AICP, ECONOMIC AND DEVELOPMENT
SERVICES DIRECTOR**

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RECOMMENDATION:

Staff recommends the Planning Commission review and approve the proposed 2026 Planning Commission Meeting Calendar.

BACKGROUND:

Planning Commission meetings are currently conducted on the second and fourth Mondays of each month, except for December when only one meeting is conducted on the second Monday.

At its December 2, 2025 meeting, the City Council approved its 2026 meeting calendar. While City Council meetings are typically scheduled for the first and third Tuesdays of the month, the approved 2026 calendar schedules one meeting on January, one meeting in August, and one meeting in December.

ANALYSIS:

The Planning Commission has the ability to establish, cancel, or reschedule meetings with proper and timely notice in accordance with the Brown Act. Staff recommends the following changes to the regularly scheduled Planning Commission meeting calendar to track the City Council meetings, account for schedule variation due to holidays, and provide staff with deeper work focus periods to advance needed initiatives. Staff

recommends cancelling the January 12, 2026 regular meeting since it follows the holidays and would occur prior to the City Council's first 2026 regularly scheduled meeting on January 20, 2026. Staff recommends one meeting in May as the May 25, 2026 regularly scheduled meeting occurs on Memorial Day. Staff recommends scheduling one meeting in August 10, 2026 to track the City Council calendar. Lastly, staff recommends one meeting each in November and December as scheduled in current and prior years.

The proposed 2026 Planning Commission meeting dates are as follows:

- January 26, 2026
- February 9, 2026
- February 23, 2026
- March 9, 2026
- March 23, 2026
- April 13, 2026
- April 27, 2026
- May 11, 2026
- June 8, 2026
- June 22, 2026
- July 13, 2026
- July 27, 2026
- August 10, 2026
- September 14, 2026
- September 28, 2026
- October 12, 2026
- October 26, 2026
- November 9, 2026
- December 14, 2026

Consistent with prior practice, if the number of agenda items exceeds that feasible to be placed on scheduled meeting dates, staff will coordinate with the Planning Commission on adding dates to ensure meetings are a manageable length.

ALTERNATIVES:

The Planning Commission may choose to keep some or all regularly scheduled meetings on the 2026 meeting calendar.

ATTACHMENT:

2026 Planning Commission Meeting Calendar (draft)