



## Legislation Text

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**File #:** 22-901, **Version:** 1

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Discussion of Planning Commission Alternative Start Times and Return to In-Person Meetings (*Tony Rozzi, Chief Planner*)

### **RECOMMENDATION**

**Staff recommends that the Planning Commission consider the information presented and discuss for feedback. No further action required.**

### **BACKGROUND/DISCUSSION**

This item is being presented to the Planning Commission for discussion and feedback - no further action is required at this meeting. This has been discussed informally and this serves as an agenda item for proper discussion with public input.

#### ***Planning Commission Meeting Start Time***

Section 2.56.050 of the South San Francisco Municipal Code establishes the meeting time, location, and related procedures for the Planning Commission. Currently, the Municipal Code provides that the Planning Commission is required to meet on the first and third Thursdays of each month, at 7:00 P.M.

The City Council has changed its regular meeting start time to 6:00 P.M. to account for larger agendas that would otherwise adjourn meetings late in the evening. Additionally, the new General Plan Update and companion zoning transfers most project entitlement to the Planning Commission rather than the City Council. This change will likely result in larger meeting agendas for the Planning Commission and later meetings.

Staff suggests that the Planning Commission discuss alternative start times and Commissioner availability and provide feedback to staff. The logical options would be 6:00 P.M. or 6:30 P.M. if a change was desired.

#### ***Return to In-Person / Hybrid Meetings***

Staff anticipates that with the wind down of the State of Emergency declaration for COVID-19 (ending February 28, 2023), the teleconference meeting rules created by AB 361 will change and there will likely be interest in returning to in-person Planning Commission meetings soon. In many ways, the remote meetings have been fortunate for all - less travel for applicants and their design team, and more flexibility for Commissioners to join meetings remotely despite travel or other commitments that would typically preclude attendance.

The City currently uses an outside consultant to help manage City Council hybrid meetings and this firm could be utilized for Planning Commission hearings. If the City moves to in-person meetings in early 2023, this would be an option to keep remote attendance possible for applicants, staff, and Planning Commissioners, as needed.

### **CONCLUSION**

The two items are related - an inevitable return to in-person meetings could make an earlier start time challenging for Commissioners. Alternatively, the new zoning authority of the Planning Commission is likely to

result in larger and later meetings if the start time remains at 7:00 P.M.

This is intended as an update item only, but staff would appreciate discussion and any feedback from the Planning Commission.