



Carson City Planning Division

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MEMORANDUM

Planning Commission meeting of October 27, 2010

TO: Planning Commission **Item H-6**
FROM: Lee Plemel, Planning Director
DATE: October 15, 2010
SUBJECT: Selection of Planning Commission meeting date for November 2011

Recommended Motion: "I move to hold the November 2011 Planning Commission meeting on November [16 or 30], and accept the 2011 Planning Commission meeting schedule."

Discussion:

The Planning Commission bylaws require the Planning Commission to meet on the last Wednesday of each month, except that the Commission may hold the meeting the week prior to the holidays in November and December. The last Wednesday in November 2011, November 30th, falls after the Thanksgiving holiday. The Planning Commission may elect to hold the meeting on this date or choose to hold the meeting before the Thanksgiving holiday, on November 16.

Staff has no preference on which date the meeting is held. However, it should be noted that if the meeting were to be held on November 16, it would have to start earlier in the afternoon because of an Airport Authority meeting conflict at 6:30 in the Sierra Room. The Planning Commission meeting could be held at its regular time of 5:00 p.m. on November 30.

The December 2011 meeting will be held on the 21st, the week before the Christmas holiday.

If you have any questions, please contact Lee Plemel at 283-7075, or lplemel@carson.org.

Attachments:

- A) 2011 Planning Commission Schedule
- B) November/December 2011 Calendar

2011 PLANNING COMMISSION SCHEDULE

Application Submittal Deadline (Before Noon- No Exceptions)	Application Completeness Determination meeting with applicants and staff	Deadline for Application Completeness (Before Noon)	Planning Commission Meeting Date
December 16, 2010	December 21	December 23*	January 26, 2011
January 13	January 19*	January 21	February 23
February 17	February 23*	February 25	March 30
March 17	March 22	March 25	April 27
April 14	April 19	April 22	May 25
May 19	May 24	May 27	June 29
June 16	June 20	June 24	July 27
July 21	July 26	July 29	August 31
August 18	August 23	August 26	September 28
September 15	September 20	September 23	October 26
October 20 October 06	October 25 October 11	October 27* October 14	November 30 November 16
November 10	November 15	November 18	December 21
December 15	December 20	December 23	January 25, 2012

PLEASE NOTE: Master Plan Amendment applications will only be reviewed by the Planning Commission in February, May, August and November. Therefore, you must submit your application by the deadline dates in January, April, July and October.

2011 Planning Commission Schedule

November 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10 Veterans Day	11	12
13	14	15	16 PC Meeting Alternative A	17	18	19
20	21	22	23	24 Thanksgiving Holiday	25 City Holiday	26
27	28	29	30 PC Meeting Alternative B			
December 2011						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 PC Meeting	22	23	24
25 Christmas Day	26 City Holiday	27	28	29	30	31