

AGENDA ITEM: 2.
DATE: 07-07-11

STAFF REPORT

**ESTABLISHMENT OF DATE AND TIME FOR
REGULAR ARCHITECTURAL AND DESIGN PLANNING COMMISSION
MEETINGS**

DATE: July 7, 2011
TO: Architectural and Design Planning Commission
FROM: Planning Department
SUBJECT: Establishment of Date and Time for Regular Architectural and Design Planning Commission Meetings

DISCUSSION: At the June 2, 2011 meeting, the Architectural and Design Planning Commission established new dates and times for their regular meetings. The Commission, after discussion, established the regular meeting date as the first Thursday of each month with starting time of 5:00 p.m. Under Section 2.34.080 of the Lancaster Municipal Code, the establishment of regular meeting dates and times must be done by Architectural and Design Planning Commission resolution.

Attached to this staff report is proposed Architectural and Design Planning Commission Resolution No. 11-01. If adopted, it would establish the regular meeting time as the first Thursday of the month, with a starting time of 5:00 p.m., commencing with the July 7, 2011 meeting. The resolution also provides that the Commission would reschedule, on an ad hoc basis, any regular meeting dates that conflict with a recognized City holiday.

Respectfully submitted,

Silvia Donovan, Principal Planner

RESOLUTION NO. 11-01

A RESOLUTION OF THE ARCHITECTURAL AND DESIGN PLANNING COMMISSION OF THE CITY OF LANCASTER, CALIFORNIA, ESTABLISHING REGULAR MEETING TIMES AND DATES PURSUANT TO SECTION 2.34.080 OF THE LANCASTER MUNICIPAL CODE

WHEREAS, the Architectural and Design Planning Commission of the City of Lancaster is established under Chapter 2.34 of the Lancaster Municipal Code; and

WHEREAS, Section 2.34.080 of the Lancaster Municipal Code requires that the Lancaster Architectural and Design Planning Commission shall hold one regular meeting per month; and

WHEREAS, said Section 2.34.080 further states that the timing and date of such meetings shall be established by resolution of the Architectural and Design Planning Commission; and

WHEREAS, this Commission, after considering all relevant information and public comment, and desiring to balance the opportunity for public participation with the need for sufficient allotted time to adequately discuss items presented to it for consideration;

NOW, THEREFORE, BE IT RESOLVED:

1. The Architectural and Design Planning Commission hereby establishes its regular meeting date as the first Thursday of each month.
2. The Architectural and Design Planning Commission hereby establishes its regular meeting time as 5:00 p.m.
3. The Architectural and Design Planning Commission hereby states that, for regular meeting dates that conflict with recognized City holidays, it shall act to reschedule such regular meeting to a specified date and time on an ad hoc basis no later than the prior regular meeting.
4. This meeting date and time shall be effective commencing with the July 7, 2011 regular meeting.

PASSED, APPROVED and ADOPTED this 7th day of July 2011, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APRIL BARTLETT, Chairperson
Lancaster Architectural and Design Planning
Commission

ATTEST:

BRIAN S. LUDICKE, Planning Director
City of Lancaster