



Community & Economic Development Department

3900 Main Street, Riverside, CA 92522 | Phone: (951) 826-5371 | [RiversideCA.gov](http://RiversideCA.gov)

Planning Division

**PLANNING COMMISSION MEETING DATE: JULY 17, 2025**  
**AGENDA ITEM NO.: 4**

## ITEM DESCRIPTION

<b>Request</b>	Record excused the absence of Commissioner Melendrez from the May 22, 2025, regular meeting of the Planning Commission.
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## RECOMMENDATIONS

Staff recommends that the Planning Commission record the absence of Commissioner Melendrez from the May 22, 2025, regular meeting as excused.

## BACKGROUND

Pursuant to the Board/Commission Attendance Policy Resolution No. 24255, Commissioners shall make every effort to notify the administrative staff 24 hours prior to any regular meeting of his/her intent not to attend said meeting. The Commission is required to express in its official minutes if the absence of the Board Member is excused or unexcused.

Pursuant to City Charter Section 805, if a member of a Board or Commission is absent from three consecutive regular meetings unless by permission of the Board or Commission expressed in its official minutes, the City Council can declare the office vacant.

## DISCUSSION

Staff received prior notification that Commissioner Melendrez would not attend the May 22, 2025, regular meeting.

## FISCAL IMPACT

There is no fiscal impact associated with this report.

Prepared by: Lorena Verdusco