



Planning Commission Memorandum

Community & Economic Development Department

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Planning Division

PLANNING COMMISSION MEETING DATE: JULY 31, 2025
AGENDA ITEM NO.: 5

ITEM DESCRIPTION

Request

Discuss the absence of Commissioner Baird from the July 17, 2025, regular meeting.

RECOMMENDATIONS

Staff recommends that the Planning Commission discuss the absence of Commissioner Baird from the July 17, 2025, regular meeting.

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 Board is required to express in its official minutes if the absence of the Commissioner 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 did not receive 24-hour notification that Commissioner Baird would not be attending the July 17, 2025, regular meeting due to illness.

FISCAL IMPACT

There is no fiscal impact associated with this report.

Prepared by: Lorena Verdusco