CITY OF RIVERSIDE

# Planning Commission Memorandum

**Community & Economic Development Department** **Planning Division**
**3900 Main Street, Riverside, CA 92522 | Phone: (951) 826-5371 | RiversideCA.gov**

**PLANNING COMMISSION MEETING DATE: JULY 18, 2024**
**AGENDA ITEM NO.: 7**

## ITEM DESCRIPTION

| | |
|---|---|
| ***Request*** | Discuss the absence of Commissioner Elizalde from the June 20, 2024, regular meeting. |

## RECOMMENDATIONS

Staff recommends that the Planning Commission discuss the absence of Commissioner Elizalde from the June 20, 2024, regular meeting.

## BACKGROUND

Pursuant to the Board/Commission Attendance Policy Resolution No. 24076, 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 notification that Commissioner Elizalde would not be attending the June 20, 2024, regular meeting.

## FISCAL IMPACT

There is no fiscal impact associated with this report.

Prepared by: Lorena Verdusco