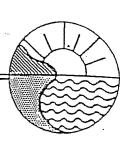
# AGENDA

# Planning Commission - City of Pacifica



DATE:

May 17, 2010

LOCATION:

Council Chambers

2212 Beach Boulevard

TIME:

6:00 p.m.

### PLANNING COMMISSION STUDY SESSION

#### **AGENDA**

## 1. Discussion of Study Session Process

The purpose of a study session is to offer an opportunity for informal discussion with the Planning Commission. Any statements made by a Commissioner or staff member at a study session are informal only and are not to be considered commitments or guarantees of any kind.

The City of Pacifica will provide special assistance for disabled citizens upon at least 24-hour advance notice to the City Manager's office (738-7300). If you need sign language assistance or written material printed in a larger font or taped, advance notice is necessary. All meeting rooms are accessible to the disabled.

# CITY OF PACIFICA

#### **MEMORANDUM**

DATE:

May 17, 2010

TO:

Planning Commission

FROM:

Michael Crabtree, Planning Director

**SUBJECT:** 

Study Session Item No. 1: Discussion of Study Session Process

On April 26, 2010, the City Council discussed the Planning Commission study session process, and after feedback from staff and Planning Commission representatives, adopted the following motion:

"That the Planning Commission hold a study session within the next 90 days to look at the study session process and to see if there are other ways with which the Planning Commission and Planning staff can be more flexible when reviewing initial applications prior to just having full blown formal study sessions."

The complete minutes of the Council meeting are attached hereto, along with the staff report provided to the Council.

In summary, the Council requested that the Planning Commission explore a possible middle ground between a "full blown" study session and staff review over the counter, and look at ways to be more "user friendly" to applicants to help them through the permit process. Staff believes the Council is also concerned about the costs to applicants to go through the study session process, and is seeking ideas from the Commission on possible ways to provide applicants with feedback on development proposals without the costs associated with the normal study session process.

Staff's suggestions and concerns are contained in the attached memo to City Council, but the Council was interested in hearing alternative suggestions. It should be noted that Council has suspended collection of fees for study sessions, at least until they hear back from the Commission on this item.

#### Attachments:

- 1. Council Agenda Summary Report, 04/26/10
- 2. Council minutes of 04/26/10