



City of San Antonio

Agenda Memorandum

File Number:15-5020

Agenda Item Number: 11.

Agenda Date: 9/23/2015

In Control: Planning Commission

**CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT**

TO: Members of the Planning Commission

FROM: Michael Dice, Planning Manager

COPY: Roderick J. Sanchez, AICP, CBO, Director, DSD; John Jacks, Assistant Director, DSD; File

SUBJECT: Planning Commission Holiday Schedule 2015

DATE: September 23, 2015

BACKGROUND

To ensure a quorum is maintained during the 2015 City Holiday, the Development Services Department (DSD) is recommending changes to the Planning Commission schedule for the November/December meeting dates.

This year the City of San Antonio will be closed on November 11th, November 26th-27th and December 24th-January 1st. Because our regularly scheduled meetings fall on November 11th, November 25th, December 9th and December 23rd, we will need to provide alternate meeting dates.

RECOMMENDATION

Staff proposes the cancellation of meetings on November 11th, November 25th, December 9th and December 23rd. Staff recommends alternate meeting dates to ensure that projects continue to move forward in a timely manner in adherence to the Unified Development Code (UDC) and State Law timelines. Staff recommends that meetings be scheduled for Wednesday, November 18, 2015 and Wednesday, December 16, 2015 to begin at 8:30 a.m.