



**CITY OF BURLINGAME**  
*Community Development Department*  
**MEMORANDUM**

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DATE: February 4, 2020 **Item No. 7a**  
TO: Planning Commission **Meeting Date:** February 10, 2020  
FROM: Ruben Hurin, Planning Manager  
SUBJECT: **AMENDMENTS TO 2020 PLANNING COMMISSION MEETING SCHEDULE**

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**Planning Commission Action:**

The Planning Commission should review and adopt the proposed amendments to the 2020 Planning Commission Meeting Schedule.

**Background:**

The Planning Commission adopted the 2020 Planning Commission Meeting Schedule at its regular meeting on December 9, 2019. Since that meeting, there have been two changes which require review and adoption by the Planning Commission, including the following:

- **Reschedule Annual Joint City Council/Planning Commission to May 2, 2020:** Due to several members not being able to attend the meeting originally scheduled on April 25<sup>th</sup>, the Annual joint City Council/Planning Commission meeting has been rescheduled to Saturday, May 2<sup>nd</sup>, from 9 am to 12 pm in the Lane Room, Main Library.
- **Cancel July 27, 2020 Planning Commission Meeting:** In order to provide flexibility for summer schedules, staff recommends taking a recess in the summer and cancelling the July 27<sup>th</sup> regular Planning Commission meeting.

The attached calendar shows the amended 2020 Planning Commission schedule, which incorporates the changes listed above.

Ruben Hurin  
Planning Manager

ATTACHMENTS: Amended 2020 Planning Commission Schedule