

STANDARDIZED REPORT OF CITY BOARDS & COMMISSIONS

STAFF LIAISON: Michael Prinz

ADVISORY BODY NAME: Planning Commission

1. IMPROVEMENTS

i *What improvements have been made with the advisory body this calendar year? Briefly describe any improvements (big or small) that you've observed, e.g., consistent meetings, improved camaraderie amongst members, etc.*

In the past year, the Planning Commission has transitioned to the Edric Doringo Hearing Room in the new DSD headquarters in Mission Valley. The Commission has priority use of the space, and the audiovisual equipment supports hybrid meetings.

Additionally, the Planning Commission's 2026 calendar has consolidated the meeting schedule to establish standing monthly meetings on the third Thursday, with an alternate date available if needed.

2. OUTREACH

i *Was any recruitment outreach done by the Advisory Body or City Staff? If so, what type? Explain if you or the advisory body members engaged in any outreach, and if so, what was done, e.g., were flyers emailed? Were phone calls made to recruit individuals?*

Public notices and announcements by DSD and City Planning staff have been made throughout the year in accordance with adopted policies and regulations to ensure the public is informed of the proposed actions before the Planning Commission.

3. POLICY RECOMMENDATIONS, LETTERS OF REQUEST/SUPPORT

i *List the policy recommendations that came from this Advisory Body and the number of letters of request submitted. Share what policy recommendations, letters of request and letters of support were sent to the Mayor and Councilmembers.*

N/A

4. ADVISORY BODY SCHEDULED MEETINGS

i *What was the number of scheduled Advisory Body meetings? Only list the number of meetings that were scheduled for this calendar year.*

22 Meetings were held in 2025

5. MEETING CANCELLATIONS

i What was the number of meetings cancelled, and what was the reasoning? Only list the number of meetings that were cancelled during this calendar year and why, e.g., lack of quorum

3 Meetings were adjourned due to no items being docketed: 1/30/2025, 3/27/2025, 4/3/2025

6. COUNCIL-NOMINATED SEATS

i How many seats on the Advisory Body are nominated by Councilmembers, and how many are filled? Some seats are Council-nominated, and they are listed as “Council District 1 Representative,” etc. Please share the number of seats on your advisory body that fall into this category. If none, please type 'N/A'.

N/A – All Seats are Nominated by the Mayor and approved by City Council

7. EXPIRED MEMBERSHIP

i What is the number of members serving on expired terms? How many members at the end of the current calendar year were serving in expired seats?

No members for the calendar year 2025.

8. ORIENTATION

i How many members have been fully oriented? Share how many advisory body members completed the Boards and Commissions training, received the handbook and signed the code of conduct for the current calendar year.

Only one Commissioner, Daniel Reeves, completed the training in 2025.

9. ASSISTANCE TO THE ADVISORY BODY

i Please provide an estimate of the City staff hours given to assist in administering the Advisory Body. Share how much time during the current calendar year you and other City Staff contributed to assisting the advisory body.

2,200 hours

10. VOLUNTEER HOURS

i Please provide an estimate of the volunteer hours by the advisory body members. How much time did advisory body members give toward serving on the advisory body?

The Planning Commissioners' hours ranged from 150 to 250 each

11. ADVISORY BODY CHALLENGES

i Share any challenges the advisory body faced during the current calendar year. Briefly describe only the challenges

Adjusted to the new Edric Hearing Room Location in Mission Valley @ 7650 Mission Center Rd. New Voting system, sound system, etc.

12. ADVISORY BOARD ACCOMPLISHMENTS

i Share any accomplishments the advisory body achieved during the current calendar year. Briefly describe only the accomplishments.

Although the Mission Valley Hearing Room was initially challenging, we are overcoming it more and more with every meeting.

Chair Modén:

“Staff made the move to the new hearing room very easy on us as Planning Commissioners. Some technical issues had to be ironed out, but overall, it was a smooth transition, and staff put a lot of effort into making this easy on the Commission.”

Vice-Chair Boomhower:

“PC Legislative staff and management are fantastic; PC doesn’t work without their efforts.”

Commissioner Miyahara:

“I really appreciate how we are consolidating meetings this year with date-certain meeting scheduling and the flexibility to add sessions only if necessary. I think this respects everyone’s time, staff included.”