



City and Borough of Sitka

PROVIDING FOR TODAY...PREPARING FOR TOMORROW

Coast Guard City, USA

MEMORANDUM

To: Chair Spivey and Planning Commission Members

From: Amy Ainslie, Planning Director *AA*

Date: May 14, 2021

Subject: **Change of Meeting Time**

At the May 5th special meeting to discuss the work plan and schedule for our tourism planning effort, the Commission indicated that they would like to change our regular meeting time (at least for the duration of the tourism plan) from 7:00 pm to 7:30 pm on the first and third Wednesday of each month. The rationale was that a special meeting could be held ahead of the regular meeting from 6:30 pm – 7:30 pm to focus solely on tourism planning, moving into the regular meeting at 7:30 pm, and then having a standing item on each regular meeting agenda for us to continue the tourism planning discussion if needed.

In order to change the regular meeting time, a motion will need to be made and approved by the Commission. Staff suggests:

“I move to change the regular meeting time of the Planning Commission from 7:00 pm to 7:30 pm on the first and third Wednesday of each month.”

If approved, staff will communicate this change to our municipal clerks who will update the roster and various calendars.