



GLOUCESTER COUNTY
Planning, Zoning & Environmental
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M E M O R A N D U M

TO: Planning Commission

CC: Carol Steele, County Administrator
George Bains, Deputy County Administrator
Ted Wilmot, County Attorney

FROM: Anne Ducey-Ortiz, Director Planning, Zoning, & Environmental Programs

DATE: October 7, 2024 for November 7, 2024 Planning Commission Meeting

SUBJECT: Planning Commission 2025 Calendar

Staff is working on finalizing the Planning Commission's calendar for 2025. However, for the 2025 calendar year, staff needs to confirm that the Planning Commission desires to reschedule two dates due to their proximity to federal and state holidays. The Planning Commission's January and July Regular Meetings are scheduled for January 2, 2025 and July 3, 2025, respectively, as specified in Section 1-1 of the Commission's Rules of Procedure. However, since these fall within one day of a holiday (for the January meeting date, New Year's Day, and, for the July meeting date, Independence Day) and many individuals consider traveling or taking personal time around these holidays, we may not have all seven Commissioners (or a quorum) at the January and July meetings if we held them on these dates.

Therefore, staff is recommending that the Planning Commission consider moving these meeting dates to January 9, 2025 and July 10, 2025, respectively to allow for as many Commissioners to attend as possible. Staff will be including this as an item of business on the November agenda to formally confirm that the Planning Commission is comfortable with rescheduling these dates.

Feel free to contact Sean McNash or Anne Ducey-Ortiz at 804-693-1224 if you have any questions or comments prior to the November meeting.

PC Action: Listen to the Commission's discussion, provide any necessary feedback, and confirm dates for the January and July 2025 Planning Commission Meetings.