

MEMORANDUM

DATE: September 2, 2009

TO: Planning Commission

FROM: Jeremy Graves, Community Development Director 

SUBJECT: Review of Meeting Minutes – April 1, 2009 through July 15, 2009

Traditionally, Planning Commission meeting minutes have been prepared by a transcriber in the week following the Commission's meeting. In the summer of 2008, the transcriber became ill and fell behind in transcribing the minutes. After the passage of several Commission meetings she notified staff that she needed to devote her full energies to caring for a sick relative. Staff contacted other Marin cities and located a second transcriber for preparation of the minutes and engaged her services. After the passage of several weeks, she notified staff that an elderly relative had become ill and she would be devoting her time to caring for the relative. Staff again reached out to local jurisdictions and located a third transcriber (who had healthy relatives). The third transcriber has prepared meeting minutes beginning with the April 1, 2009 meeting.

Draft meeting minutes for the meetings from April 1, 2009 to July 15, 2009 are provided for the Commission's review. In order to facilitate the Commission's review of the draft minutes, staff has also emailed electronic copies of the draft minutes to the Commissioners for review.

Staff will be striving to keep the meeting minutes up to date and working off a backlog that stretches back to 2008.