



County of Monterey

Item No.2

Board Report

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January 15, 2026

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Matter Type: Zoning Administrator

CONSIDER AND ADOPT THE 2026 ZONING ADMINISTRATOR MEETING SCHEDULE.

RECOMMENDATION:

It is recommended that the County of Monterey Zoning Administrator adopt the 2026 Zoning Administrator meeting schedule.

SUMMARY/DISCUSSION:

Regular Zoning Administrator meetings are held on the second and last Thursdays of each month except for the months of November and December in which there shall be one meeting held on the second Thursday of each month, unless otherwise modified by the Zoning Administrator at the time of the regular calendar adoption at its first meeting each year.

The 2026 regular meeting schedule is included for consideration as Exhibit A. An alternative 2026 meeting schedule is included for consideration as Exhibit B, which aligns with the regular meeting schedule except that no meeting is scheduled on the last Thursday in July. Staff has proposed this alternative meeting schedule eliminating the second meeting in July to coincide with the Board of Supervisors summer recess, during which no Board meetings are scheduled. Staff is proposing the same mid-year recess for Planning Commission and Administrative Permit hearings.

Staff requests that the Zoning Administrator consider adopting the alternative 2026 meeting schedule to afford the opportunity for Housing and Community Development (HCD) administrative and planning staff in July to conduct a mid-year comprehensive review of hearing documents, meeting minutes, and administrative records, as well as participate in staff training and coordinate regarding process improvements. Staff anticipates this mid-year break in hearings will not adversely affect or delay applicant projects and instead will allow for improved processing and administrative of planning permits. During this time, planning services, application intake, and processing will continue without interruption, and statutory timelines will be maintained. Staff plans to work with applicants and the Zoning Administrator to ensure that time-sensitive items are scheduled before or after the recess, and that those agendas are filled to extent feasible.

OTHER AGENCY INVOLVEMENT

None.

Prepared and Approved by: Melanie Beretti, Chief of Planning

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The following attachments are on file with HCD:
Exhibit A - Regular 2026 Meeting Schedule
Exhibit B - Alternative 2026 Meeting Schedule