



AGENDA

SAN RAFAEL CITY COUNCIL SPECIAL MEETING MONDAY, APRIL 17, 2023 AT 6:00 P.M.

In-Person:

San Rafael City Hall
Third Floor Conference Room
1400 Fifth Avenue, San Rafael, CA 94901

Participate Virtually:

Watch on Zoom Webinar: <https://tinyurl.com/SPCC-2023-04-17>

Listen by phone: (669) 444-9171

ID: 824-0033-6958#

One Tap Mobile: US: +16694449171,,82400336958#

Members of the public may speak on Agenda Items.

1. **Planning Commission Interviews**

Interview Applicants and Make Appointment to Fill One Unexpired Four-Year Term as a District 1 Representative to the End of October 2025 on the Planning Commission Due to the Resignation of Camille Harris (CC)

Recommended Action - Appoint one applicant

ADJOURNMENT:


Any records relating to an agenda item, received by a majority or more of the Council less than 24 hours before the meeting, shall be available for inspection online. Sign Language interpreters may be requested by calling (415) 485-3066 (voice), emailing Lindsay.lara@cityofsanrafael.org or using the California Telecommunications Relay Service by dialing "711", at least 72 hours in advance of the meeting. Copies of documents are available in accessible formats upon request.



Special Meeting
Agenda Item No: SM 1
Meeting Date: April 17, 2023

SAN RAFAEL CITY COUNCIL STAFF REPORT

Department: City Clerk

Prepared by: Lindsay Lara, City Clerk **City Manager Approval:** 

TOPIC: PLANNING COMMISSION INTERVIEWS

SUBJECT: INTERVIEW APPLICANTS AND MAKE APPOINTMENT TO FILL ONE UNEXPIRED FOUR-YEAR TERM AS A DISTRICT 1 REPRESENTATIVE TO THE END OF OCTOBER 2025 ON THE PLANNING COMMISSION DUE TO THE RESIGNATION OF CAMILLE HARRIS

RECOMMENDATION:

Interview the following applicants and make an appointment to fill one unexpired four-year term as the District 1 Representative to the end of October 2025 on the Planning Commission due to the resignation of Camille Harris.

| Name |
|-----------------|
| Claire Taylor |
| Jill Rodby |
| Meili Zhao |
| Susan Landwirth |

BACKGROUND:

The [Planning Commission](#) consists of community volunteers appointed by the City Council to make decisions or advise the Council on land use and property development issues. The Commission assures that new development is consistent with our long-range General Plan, State laws and other public policies that advance the interests of our community. [Meetings](#) are held second & fourth Tuesdays at 7:00 p.m.

The term of Camille Harris was set to expire at the end of October 2025, but she submitted her resignation in December of 2022. The City Clerk’s office called for applications in January and extended the application period to ‘open until filled’. During the application period, the City Council adopted Ordinance 2011, which amended the composition of the Planning Commission to include four district representatives on the Commission, to be implemented by attrition.

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

ANALYSIS:

The deadline for submitting applications was left open until filled and the City Clerk's Office received four (4) eligible applications. Staff recommends appointing one District 1 Representative.

FISCAL IMPACT: There is no fiscal impact associated with this item.

COMMUNITY OUTREACH:

The call for applications for the Planning Commission was advertised through mass email notification, the City website, social media platforms, and physically posted at City facilities.

RECOMMENDED ACTION:

Interview the following applicants and make an appointment to fill one unexpired four-year term as the District 1 Representative to the end of October 2025 on the Planning Commission due to the resignation of Camille Harris.

ATTACHMENT:

1. Four (4) Applications
2. Planning Commission Bylaws

#1

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, March 01, 2023 10:59:27 AM
Last Modified: Wednesday, March 01, 2023 11:11:02 AM
Time Spent: 00:11:35
IP Address: 73.70.149.186

Page 1

Q1

Contact Information

| | |
|---------------------|---------------|
| First and Last Name | Claire Taylor |
| Address | [REDACTED] |
| City/Town | San Rafael |
| State/Province | CA |
| ZIP/Postal Code | 94901 |
| Email Address | [REDACTED] |
| Phone Number | [REDACTED] |

Q2

District 1/Southern

What district do you currently live in?

Q3

Planning Commission

What Board would you like to apply to?

Page 3

Q7

How long have you lived in San Rafael?

8 years

Q8

Respondent skipped this question

Business Information

Q9

City Manager's Newsletter

How did you hear about this vacant position?

Q10

Do you participate in any civic activities? If so, what are they?

usher Marin Civic Center

Q11

List any civic organizations of which you are a member:

President, Marin Chapter of ORTAmerica

Q12

Education:

BA English and Psychology
M.Ed Secondary Education

Q13

Why are you interested in serving on a board or commission?

As a resident of this community I would like to both understand how decisions are made that affect District 1, and have a voice in how these decisions are made.

Q14

Describe possible areas in which you may have a conflict of interest with the City:

none

Q15

Upload your resume.

CV%207-19%20CDT-.pdf (96.2KB)

Page 4: Demographics

Q16

Ethnicity



Q17



To which gender do you most identify?

Q18



How old are you?

CLAIRE DORES TAYLOR, M.ED.
CLAIRE TAYLOR CONSULTING SERVICES

[REDACTED]
SAN RAFAEL, CA 94901
[REDACTED]

ORGANIZATION DEVELOPMENT
COMMUNICATIONS SKILLS TRAINING
EXECUTIVE COACHING
EXECUTIVE SEARCH

PROFESSIONAL WORK HISTORY

Claire Taylor Consulting Services, Principal 1990 - 2018

- Consulting and coaching to management, Corporate and Non-profit Boards on Board development, strategic planning, operational design; and organizational communication and fundraising.
- Conduct organizational research to identify issues, assess organizational climate and analyze impact of interventions.
- Executive coach to senior leadership, managers and employees supporting decision-making, management styles and interpersonal relations.
- Mediate as neutral 3rd party in conflict situations between individuals or departments to improve communication and teamwork resulting in improved employee satisfaction and job performance. Worked with senior management in top revenue generating department to resolve issues to support employee retention and avert litigation.

Sr. Consulting Partner, Serbin Associates 2003-5

A project funded by SF DCYF to provide OD services to over 145 organizations

- Consulting, coaching and training to Community Based Organizations of San Francisco

Director of Executive Search

Senior Staff Consultant

2000 - 3

The Management Center, SF, CA

- Provide leadership, oversight and business development to the consulting practice.
- Conduct retained Executive Searches on behalf of TMC
- Manage the TempExecs interim placement program
- Train and mentor all Affiliate Search consultants
- Supervise Search Manager and Search Co-coordinator
- Lead OD consulting projects for over 30 non-profit organizations

Organization Development Specialist, Kaiser Permanente

- Planned and facilitated off-sites for administration and managers to address visioning, creating actionable strategies; negotiation of interdepartmental service agreements, role clarification and improvement in communication.
- Managed projects involving planning, organizing resources, scheduling, budgeting, implementation and evaluation; resulting in improved customer satisfaction and streamlined work processes; thus contributing to a consistent rating of #1 among Northern California Medical Facilities in customer satisfaction surveys.
- Responsible for the design and delivery of New Employee Orientation and Customer Service Training in launching the start-up of the Human Resources Service (Call Center). New Employee Orientation program in San Rafael Medical Facility recognized by both staff and management as contributing significantly to rapid and effective new employee integration.

Training and Organization Development Consultant, Kaiser Permanente 1990 - 1993

- Planned and facilitated productive operational meetings, project teams, cross disciplinary task forces and committees that focused on improving union/management relations, supporting innovative Informational Technology, Continuous Quality Improvement, and adapting to rapid organizational change.
- Assessed training needs, designed, delivered and evaluated non-clinical training based upon client needs. Includes workshops in areas of change and transition, customer service, process improvement, problem solving, interpersonal skills, leadership development, career development, meeting management and effective teamwork. Consulted to managers in the development of their own training programs.

Adjunct Faculty, Graduate School, USDA Western Region, S.F., CA 1987 – 2018

- Present classes and highly interactive workshops to all levels and areas of the Public Sector. Communication specialist focused on enhancing job performance, leadership, and communication skills.

PARTIAL LIST OF CLIENTS

- Mac World Magazine, CA
- Z-Space Studios
- United Way of the Bay Area
- World Arts West
- Kaiser Permanente NCAL
- SF Performing Arts Lib. & Museum
- Asian Americans for Community Involvement
- Writer's Corps
- California Society of Anesthesiologists
- Women's Recovery Association
- Community Youth Center
- New York State Society of Anesthesiologists
- Mt. Play Association
- CBO Center (Oakland)
- Marin Education Foundation
- US Dept of Defense
- US Dept of Homeland Security
- NASA Ames
- US Army Ft. Lewis, WA
- US Navy, Honolulu, HI
- US Army Supply Depot, Tracy, CA
- Community Awareness Treatment Centers
- Marin Theatre Company
- Marin Community College District, CA
- Interaction Associates, San Francisco, CA
- Arts in Schools, SF
- Harder + Company Community Research
- Theatre Bay Area
- Marin IHSS Public Authority
- TeleCare Corporation (Morton Bakar Center)
- Ctr. for Volunteer and Non-Profit Leadership(CVNL)
- Good Samaritan Family Resource Ctr.
- LightHouse for the Blind & Visually Impaired
- Child, Family & Community Services, Inc.
- Matibabu Foundation
- Bureau of Jewish Education
- Environmental Protection Agency (EPA)
- Bureau of Reclamation
- Dept of Health & Human Services
- DCMA Lockheed
- US Army Corps of Engineers
- FEMA Region IX
- Dept of Commerce

EDUCATION AND CERTIFICATION

- M.Ed. University of Massachusetts, Boston
- Certificate in Training and HR Development, UC Berkeley Ext.
- The FundRaising School, San Francisco
- Certified to administer and interpret the Meyers-Briggs Type Indicator (MBTI)
- California Community College Teaching Credential
- Lifetime Secondary and College Teaching Credential in California and Massachusetts
- BA, University of Massachusetts, Amherst

VOLUNTEER AFFILIATIONS

- OD Net
- ASTD
- Community Institute for Psychotherapy (CIP)
- Jewish Community Federation
- ORTAmerica
- Marin Shakespeare Company
- Marin Center
- CVNL

#2

COMPLETE

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Last Modified: Wednesday, November 30, 2022 2:25:18 PM
Time Spent: 01:43:37
IP Address: 50.220.8.57

Page 1

Q1

Contact Information

| | |
|---------------------|------------|
| First and Last Name | Jill Rodby |
| Address | [REDACTED] |
| City/Town | San Rafael |
| State/Province | CA |
| ZIP/Postal Code | 94901 |
| Email Address | [REDACTED] |
| Phone Number | [REDACTED] |

Q3

Planning Commission

What Board would you like to apply to?

Page 3

Q7

How long have you lived in San Rafael?

23 years

Q8

Respondent skipped this question

Business Information

Q9

How did you hear about this vacant position?

Other (please specify):
email from the City

Q10

Do you participate in any civic activities? If so, what are they?

My job is Government Affairs/PR with a large industrial company in the East Bay. I represent the whole Bay Area and serve on and/or have served on several boards including Chair of the Board for the Richmond Chamber of Commerce, Chair of the Monterey Corridor Business Assoc in San Jose, Board member for Council of Industries in Richmond, Board member of Police Activities League in Richmond and the Sheriff Activities League in Redwood City.

Q11

List any civic organizations of which you are a member:

See above

Q12

Education:

MS in Marketing Communications from Golden Gate University
BS Business from San Francisco State

Q13

Why are you interested in serving on a board or commission?

I am so involved in other communities (because of my job). I'm close to retiring and genuinely want to get involved in my own community. Planning is so important to a City and I've been very involved in land use and environmental justice issues and believe I would be an asset to the planning commission.

Q14

Describe possible areas in which you may have a conflict of interest with the City:

none

Q15

Upload your resume.

Rodby%2C%20Jill%20-%20Resume%20-%20current%20(1).pdf (832.5KB)

Page 4: Demographics

Q16

Ethnicity



Q17



To which gender do you most identify?

Q18



How old are you?

JILL J. RODBY
[REDACTED]
San Rafael, CA 94901

Phone: [REDACTED] **Email:** [REDACTED]

SUMMARY

Accomplished marketing and communications professional specializing in social media, strategic communications planning, PR and business development strategies. Proven leader and team builder with a demonstrated strength in generating creative ideas and innovative marketing plans. Adept in all aspects of managing a strong marketing team creating organic growth for a business. Knowledge of social media tools and technologies, with a record of accomplishment of creating and implementing successful integrated marketing programs.

Background includes:

- Business Development
- Strategic Planning and Implementation
- Public Relations
- Crisis Communications
- Budget planning and implementation
- Corporate Social Responsibility Programs
- Event Planning & Creative Services
- Government and Community Relations
- Advertising

EXPERIENCE

SIMS METAL MANAGEMENT

PR and Government Affairs Manager – Western Region

2013 - current

Build and maintain positive company relations with legislative and executive policy makers and their staff. Represent the company with appropriate industry stakeholders groups and non-governmental organizations. Responsible for addressing crises, proactively and reactively, to minimize impact to the business. Prepare press releases, informational literature and represent Sims at news conferences and in other forms of media. Develop and maintain media contact and distribution lists and cultivate and maintain relationships with the media. Create PR programs that highlight Sims commitment to its communities. Develop and manage the community outreach budgets for all seven cities in Northern California and work with staff to ensure community outreach is maximized.

Rx2 MARKETING COMMUNICATIONS, LLC, San Rafael, CA – PR and communications firm serving small businesses, non-profits and B2B media.

Principal

2009 – current

Work with one of the most well-known B2B finance publications, CFO Publishing, to design and execute social media and PR strategies that meet client objectives.

- Develop and manage online social media channels for CFO Publishing (CFO magazine, CFO Conferences and CFO Research) effectively driving brand awareness, engagement and traffic to social media pages and website.
- Achieve a strong, visible social media presence and develop concepts that will engage followers. Continuously monitor and measure results and identify top influencers to ensure the success of client programs.
- Write press releases and pitch stories to national reporters and bloggers. Have placed stories in the *Wall Street Journal*, *The Hill*, and other key news outlets and blogs.
- Work with staff on award entries and have been successful in obtaining award nominations for client

THE TOWN OF TIBURON, Tiburon, CA

Director of Marketing

2012 - 2013

Work directly with the Town Manager and the Marketing Communications task force to develop and implement strategies that increase the number of visitors to the Town and its merchants.

THE MARIN SCHOOL, Sausalito, CA – Independent High School

Director of Communications and Marketing

2010 – 2013

Developed a comprehensive marketing communications plan that is now being implemented with the following activities:

- Helped develop new website; managed and developed content for the site.
- Developed creative content and managed online social media channels including Facebook, Twitter, YouTube and Blogger.
- Created and placed advertising for print publications, direct mail, out-of-home and online venues.
- Market research
- Wrote and distributed press releases and pitched stories to local media.
- Produced and edited videos used for admissions, website and social media channels.
- Created new ideas that built awareness for the school, including creating a QR code based scavenger hunt for potential new students.
- Created marketing materials for direct mail and promotional events using QR codes and specialized landing pages.
- Measured success of all advertising and social media efforts; revising as necessary.
- Produced a weekly e-newsletter via Constant Contact platform that was also integrated with Facebook.
- Developed and managed the annual marketing budget.

UBM GLOBAL TRADE (COMMONWEALTH BUSINESS MEDIA), San Francisco, CA

2007 – 2009

Vice President Communications

Established the corporate communications department, developed and implemented the annual marketing communication plan. Was accountable for all corporate marketing initiatives in all domestic and international offices, with management, budgetary and operational oversight of the global communications and creative services teams. Served as a member of the Executive Leadership Team responsible for strategic planning and oversight.

- Restructured the Creative Services Department, developing internal workflow processes that resulted in higher quality production and project based accountability.
- Established a comprehensive employee communications program including development of the company intranet, creation of a town hall meeting style video series featuring the CEO, and production of company wide newsletter which provided consistent messaging to all members of the organization.
- Generated greater external recognition for the company by establishing a media relations program, a social responsibility program, “green” movement, and fostering participation in industry awards programs.

PORT OF SAN FRANCISCO, San Francisco, CA

1992 – 2007

Maritime Marketing Manager

Managed all aspects of marketing for Port’s maritime cargo industries including business development for all industrial maritime terminals. Helped promote the excursion and ferry business in the Northern waterfront.

- Instrumental in attracting and capturing new break bulk and bulk cargo contracts, growing the Port of San Francisco’s diversity of cargo services.
- Developed and implemented marketing plans and campaigns including special events, press coverage, and creation of collateral marketing materials resulting in increased business opportunities for the Port.
- Acted as liaison between the Port and the International Community, creating awareness of the Port’s facilities.
- Organized industry based advocacy groups, which strengthened the profile in San Francisco.
- Advocated for the industry with city, state, and federal agencies and commissions.

TRICOM SHIPPING AGENCIES

1987 – 1991

Regional Marketing Manager

Led the marketing and sales activities for West Coast, Midwest, and Gulf regions. Established sales goals based on market research and competitive analysis and directly handled twenty major accounts.

- Served as liaison between U.S. and Asian offices, which increased sales.
- Originated all marketing statistics and managed the marketing information system.
- Managed major corporate accounts ensuring continued use of shipping services.

EDUCATION

MS, Integrated Marketing Communications, Golden Gate University, San Francisco, CA,

BS, Business Administration, Marketing, San Francisco States University, San Francisco, CA

Certificate of Distinction, Marketing, University of California, Berkeley, CA

Media Training at T.J. Walker Media, New York, NY

COMMUNITY INVOLVEMENT

Richmond Chamber of Commerce

Board Chair 2021 – current

Contra Costa Council of Industries

Board member 2019 – current

Richmond PAL

Board member 2021 – current

San Mateo SAL

Board member 2015 – current

Monterey Corridor Business Assoc. (MCBA)

Founding member and current Board Chair

The Marin School

Board of Trustees 2014 – 2016

Redwood City Education Foundation

Board of Directors 2015 – 2016

San Mateo Sheriff Activities League

Board of Directors 2014 – current

Redwood City Chamber of Commerce

Leadership Program 2014/15

Port of San Francisco Maritime Commerce Advisory Committee

Advisory member, 2009 – 2012

Chair of the marketing subcommittee 2011 - 2012

Big Brothers/Big Sisters of the North Bay:

Board of Directors / Chair of PR & Marketing committee, 2009 – 2013

Big Sister 2010 - present

San Francisco State University:

Business Advisory Board, 2007 – 2008

World Trade Club:

Board of Directors / Chair of Special Events Committee, 2004 – 2006

Membership and Marketing Committee, 1998 – 2003

Pacific Transportation Association:

Board of Directors, 1995 – 2006

Chairman, 2001

President, 2000

Women in Transportation (Women in Logistics):

President/Chairwoman, 1993 – 1997

Pacific Coast Coffee Association:

Board of Directors, Chair of the Transportation Committee, 1998 – 2000

#1

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, December 16, 2022 7:50:15 AM
Last Modified: Friday, December 16, 2022 8:10:05 AM
Time Spent: 00:19:50
IP Address: 98.210.228.28

Page 1

Q1

Contact Information

| | |
|---------------------|------------|
| First and Last Name | Meili Zhao |
| Address | [REDACTED] |
| Address 2 | [REDACTED] |
| City/Town | San Rafael |
| State/Province | CA |
| ZIP/Postal Code | 94901 |
| Email Address | [REDACTED] |
| Phone Number | [REDACTED] |

Q3

Planning Commission

What Board would you like to apply to?

Page 3

Q7

How long have you lived in San Rafael?

7 years

Q8

Business Information

| | |
|-----------------|--------------|
| Company | Meilizhaoart |
| Address | [REDACTED] |
| City/Town | San Rafael |
| ZIP/Postal Code | 94901 |

Q9

Social Media

How did you hear about this vacant position?

Q10

Do you participate in any civic activities? If so, what are they?

Yes, I'm serving in city of San Rafael public art review board

Q11

List any civic organizations of which you are a member:

City of San Rafael public art review board member

Q12

Education:

Master degree of Chinese Medicine and Science

Q13

Why are you interested in serving on a board or commission?

I'm worked as Doctors for long time, now I'm doing art, I love our area, and interested to help the city make good decisions.

Q14

Describe possible areas in which you may have a conflict of interest with the City:

I'm against Drugs Abuse .

Q15

Respondent skipped this question

Upload your resume.

Page 4: Demographics

Q16

Ethnicity

[REDACTED]

Q17



To which gender do you most identify?

Q18



How old are you?

#3

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, December 01, 2022 12:13:45 AM
Last Modified: Thursday, December 01, 2022 12:22:41 AM
Time Spent: 00:08:55
IP Address: 73.70.195.130

Page 1

Q1

Contact Information

| | |
|---------------------|-----------------|
| First and Last Name | Susan Landwirth |
| Address | [REDACTED] |
| City/Town | San Rafael |
| State/Province | CA |
| ZIP/Postal Code | 94901 |
| Email Address | [REDACTED] |
| Phone Number | [REDACTED] |

Q3

Planning Commission

What Board would you like to apply to?

Page 3

Q7

How long have you lived in San Rafael?

13 years

Q8

Business Information

| | |
|-----------------|---------------|
| Company | Marin General |
| Address | Bon Aid Road |
| City/Town | Greenbrae |
| ZIP/Postal Code | 9;904 |

Boards and Commissions Application

Q9 Other (please specify):
How did you hear about this vacant position? Property Management Company

Q10
Do you participate in any civic activities? If so, what are they?

Volunteer SF Opera/Ballet
Volunteer SF Symphony

Q11
List any civic organizations of which you are a member:

SF Opera, B AAA let, symphony Volunteer Usher

Q12
Education:

BSN Creighton University

Q13
Why are you interested in serving on a board or commission?

I love my City of San Rafael and want to contribute.


Q14
Describe possible areas in which you may have a conflict of interest with the City:

None

Q15 Respondent skipped this question
Upload your resume.

Page 4: Demographics

Q16 
Ethnicity 

Q17 
To which gender do you most identify?

Q18



How old are you?

PLANNING COMMISSION BYLAWS

ARTICLE I. NAME AND PURPOSE

Section 1.1. Name. The name of this body shall be the City of San Rafael Planning Commission, hereinafter referred to as the “Commission.”

Section 1.2. Purpose. The purpose of the Commission to make decisions or advise the Council on land use and property development issues. The Commission assures that new development is consistent with our long-range General Plan, State laws and other public policies that advance the interests of our community.

Section 1.3. Committee Responsibility. The Commission’s authority is decision-making.

It shall be the function and duty of the planning commission to act as a decision-making body on quasi-legislative matters including but not limited to:

- major subdivisions as delegated to the planning commission under Title 15
- conditional use permits delegated to the planning commission
- environmental and design review permits delegated to the planning commission
- appeals made by a lower body and appealed to the planning commission

It shall be the function and duty of the planning commission to act as an advisory body to the city council on legislative matters related to but not limited to the following:

- General Plan updates and amendments
- Zoning Text and Zoning Map Amendments
- Other land use item requiring City Council action

It shall be the duty of the members of the planning commission, to inform themselves on matters affecting the functions and duties of the commission and all planning matters, and, to that end, may attend training and planning conferences and the reasonable traveling expenses incidental to the attendances shall be charged upon the funds allocated to the commission.

The planning commission shall endeavor to promote public interest and understanding of plans developed, and the regulations relating thereto. The commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, findings, and determinations, which records shall be a public record.

ARTICLE II. MEMBERSHIP

Section 2.1. Number of Members. The Commission shall consist of a total of seven (7) members as follows:

- District 1 Representative
- District 2 Representative
- District 3 Representative
- District 4 Representative
- At-large Member
- At-large Member
- At-large Member

Section 2.2. Eligibility. The Commission shall be composed of seven (7) regular voting Members, one commissioner from each district, and three at-large commissioners.

Requirements for eligibility:

1. District Representatives: Each district representative must reside in the district they represent.
2. At-Large Members: Must reside in city limits.

Section 2.3. Term Limits. Members of the Committee shall be limited to three (3) consecutive four-year terms. Additional terms may be served if there is a break between terms.

Section 2.4. Absence and Removal. An unexcused absence from two (2) consecutive Commission meetings without notification to the Staff Liaison shall be considered a voluntary resignation from the Commission. Previously dismissed Commission members may be eligible for reappointment to the Commission.

Section 2.5. Compensation. Commissioners shall serve without compensation.

ARTICLE III. MEETINGS

Section 3.1. Time and date of Regular Meeting. Notification of meeting place, date, and time shall be rendered to the public through posting on the City of San Rafael website. Regularly scheduled Commission meetings shall be the second and fourth Tuesday of each month, but these dates may be impacted by holidays. A schedule shall be approved annually by the Commission. The Commission shall meet once per month and shall be scheduled annually. The schedule for the upcoming year will be set by December of the previous year.