



**DEPARTMENT OF PLANNING AND
COMMUNITY DEVELOPMENT**

TO: Planning Commission

FROM: Planning Staff

SUBJECT: Selection of Chairperson and Vice Chairperson

DATE: February 7, 2013

Staff is requesting that the Planning Commission select members to serve as Chairperson and Vice Chairperson of the Commission for a one-year period. The Municipal Code requires the Planning Commission to select from among its members a Chairperson and Vice Chairperson, for a one-year period, at its first regular meeting after appointment and annually each year thereafter. This matter was continued from the January 17, 2013 Planning Commission meeting due to the absence of Chairman O'Meara.

The Planning Commission Norms state that "the rotation of the Chair and Vice Chair has traditionally been based on the time in which the Commissioners have served on the Planning Commission, with the Vice Chair customarily being next in line, if he/she desires, to rotate to the Chair position." The Planning Commission Norms also encourage the Planning Commission to "consider re-appointing the Chair and Vice Chair to serve the length of their two-year Planning Commission appointment." Commissioners are now serving in the second year of a two-year term. A simple majority vote of the Commission is required for the selection of each position.

RECOMMENDATION

Staff recommends that the Planning Commission adopt a motion for selection of Planning Commission Chairperson, and adopt a separate motion for the selection of Planning Commission Vice Chairperson, both to serve one-year terms.