



DEPARTMENT OF PLANNING AND
COMMUNITY DEVELOPMENT

TO: Planning Commission

FROM: Mike Kamino, Director of Planning and Community Development

SUBJECT: Selection of Planning Commission Chair and Vice Chair

DATE: January 16, 2014

Staff is requesting that the Planning Commission select members to serve as Chair and Vice Chair of the Commission for 2014. The Municipal Code requires the Planning Commission to select from among its members a Chair and Vice Chair, for a one-year period, at its first regular meeting after appointment and annually each year thereafter. Commissioners are now serving the first year of a two-year appointment.

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.” 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 Chair, and adopt a separate motion for the selection of Planning Commission Vice Chair, both to serve one-year terms.