



**DEPARTMENT OF PLANNING AND  
COMMUNITY DEVELOPMENT**

**TO: Planning Commission**

**FROM: Planning Staff**

**SUBJECT: Selection of Chairperson and Vice Chairperson**

**DATE: January 15, 2015**

---

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.

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.