



## PLANNING DEPARTMENT

**TO: PLANNING COMMISSION**

**FROM: PLANNING STAFF**

**SUBJECT: DISCUSSION ITEM - SELECTION OF CHAIR AND VICE CHAIR**

**DATE: JULY 19, 2018**

---

Staff is requesting that the Planning Commission select a member to serve as Chairperson of the Planning Commission, and a member to serve as Vice Chairperson of the Planning Commission, for the remainder of the present term, which expires on January 9, 2019. This agenda item was continued from the January 4, 2018 Planning Commission meeting without discussion until such time when all Planning Commissioners would be in attendance.

The Municipal Code requires, and the Planning Commission Norms call for 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: "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."

There has not been an opportunity this year for all Commissioners to select a Chair and Vice Chair. During the May 3, 2018 Planning Commission meeting, Commissioner O'Meara recommended the Planning Commission select a Chair and Vice Chair at the next regular meeting (which is being held on July 19, 2018), and asked to Commissioners to consider allowing Chair Zacuto and Vice Chair Asuncion to keep their positions for the remainder of the present term. The Commissioners agreed to this recommendation, with Vice Chair Asuncion being absent at the May 3, 2018 meeting.

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, with both to serve for the remainder of the present term.