



**PLANNING DIVISION
COMMUNITY DEVELOPMENT DEPARTMENT**

TO: PLANNING COMMISSION

FROM: PLANNING STAFF

SUBJECT: DISCUSSION ITEM - SELECTION OF CHAIR AND VICE CHAIR

DATE: FEBRUARY 6, 2020

Staff requests 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 2020 calendar year and through the current term which expires on January 13, 2021. A simple majority vote of the Commission is required for the selection of each position.

The Municipal Code requires, and the Planning Commission Norms call for the Planning Commission to select from its members, at its first regular meeting after appointment, and annually each year thereafter, a Chairperson and Vice Chairperson to serve for a one-year period. 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."

Since the Planning Commissioners' term ends on January 13, 2021, staff requests the Chair and Vice Chair serve their positions through the current term. The selection of Chair and Vice Chair for the 2021 calendar year would then be made at the beginning of the next term.

RECOMMENDATION

Staff recommends that the Planning Commission adopt a motion for the selection of Planning Commission Chairperson, and adopt a separate motion for the selection of Planning Commission Vice Chairperson, with both to serve for the 2020 calendar year and through the current term which expires on January 13, 2021.