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**MEMORANDUM**

**TO:** The Honorable Mayor & Town Council

**FROM:** India Adams-Jacobs, Town Manager

**CC:** Jeff Gore, Town Attorney

**DATE:** August 27, 2025

**SUBJECT:** Appointment of Planning Commission Member from Town Council

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**Background:**

The Town Charter and municipal code require that one member of the Planning Commission be appointed from among the sitting members of the Town Council. The current councilmember's appointment to the Planning Commission has expired, creating a vacancy in this designated position.

**Discussion:**

The Planning Commission plays a vital role in reviewing land use applications, advising the council on zoning matters, and ensuring that development aligns with the town's comprehensive plan and community goals. Having a council representative on the commission facilitates stronger communication between the council and the commission, ensures policy consistency, and provides accountability in planning-related decision-making.

To maintain the full membership of the Planning Commission and to uphold the requirements of the town's governing documents, the council must appoint one of its members to serve in this capacity.

**Recommendation:**

Staff recommends that the Town Council consider discussion and appointment of one of its members to the Planning Commission for the remainder of the 2025 calendar year.

**Proposed Action:**

That the Town Council formally appoint one councilmember to serve on the Planning Commission for the remainder of 2025, effective immediately upon approval.