

Memorandum



Date: September 1, 2026

To: Planning Commission Members

From: Kristen Gundersen, Planning and Community Development Director

Subject: Resignation Announcement, Vacancy and Appointment of Chairperson

Background

Tony Houser submitted a written resignation letter to city staff on Wednesday, August 12th stating he was resigning from the Planning Commission effective immediately. Mr. Houser's term expires in June 2027 and was serving as Chairperson.

There are seven members on the Planning Commission which includes one City Commissioner. Terms end June 30th each year and appointments are made for 3-year terms or to fill an unexpired term. Members can remain on the Commission until an appointment has been made. Below is the existing membership with term expirations:

<u>Membership</u>	<u>Term Ending</u>
Vacant	2027
John Wegglesworth	2029
Jen Gerry	2027
Jake Brown	2028
Matt Pleasant	2029
Peter Lysy	2028
Dan Vigansky	2026 City Commissioner

The Planning Commission Bylaws state "members must be qualified electors of the City of Buchanan or another local unit of government except that no more than two (2) members may reside outside of the city. Earlier this year when there was a vacancy the second applicant withdrew their name from consideration. Please let staff know if we should contact the individual or post the vacancy.

The adopted Bylaws state the Commission elects a Chairperson, Vice-Chairperson and Secretary annually after July 1st. In the absence of the Chairperson, the Vice-Chairperson shall serve as Acting Chairperson for the meeting. Since the Chairperson has resigned from the Commission, it would be appropriate for the Commission to elect a new Chairperson until the term ends on June 30th. If the new Chairperson holds an elected position, it would be appropriate to fill the vacant created.

A simple motion to elect someone as Chairperson with a roll call vote is needed.