

# Memorandum



Date: March 4, 2026  
To: Planning Commission Members  
From: Kristen Gundersen, Planning and Community Development Director  
Subject: Resignation Announcement and Appointment of Chairperson

## Background

Ralph McDonald informed city staff on Friday, February 27<sup>th</sup> that he was resigning from the Planning Commission effective immediately. Mr. McDonald's term expired in June 2025 and was serving as Chairperson.

The adopted Bylaws state the Commission elects a Chairperson, Vice-Chairperson and Secretary annually after July 1<sup>st</sup>. 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 30<sup>th</sup>. 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.