



# STAFF REPORT

## CITY OF GREEN COVE SPRINGS, FLORIDA

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**TO:** Planning & Zoning Commission **MEETING DATE:** May 25, 2021  
**FROM:** Michael Daniels, AICP, Planning & Zoning Director  
**SUBJECT:** Election of Chair and Vice Chair

### BACKGROUND

Staff has placed this item on the Agenda for Board action regarding the election of the Chair and Vice Chair for the Planning & Zoning Board. In 2012, the Board voted to rotate the Chair and Vice Chair positions annually at the May meeting.

For the last year, Henrietta Francis served as Chair and Gary Luke served as Vice Chair.

### FISCAL IMPACT

N/A

### RECOMMENDATION

#### How to make the motion:

I motion to elect \_\_\_\_\_ as Chair.

Someone must second the motion.

Roll call vote.

I motion to elect \_\_\_\_\_ as Vice Chair.

Someone must second the motion.

Roll call vote.