



Date: Month 27, 2025
To: Planning and Zoning Board
From: John Brock, Deputy Town Manager / Town Clerk
Re: Consideration and Approval: **Annual Selection of Board Chair and Vice-Chair**

Objective:

The purpose of this staff report is to facilitate the annual selection of the Chair and Vice-Chair for the Planning and Zoning Board, as required by Section 48-3 of the Town Code. This process ensures continuity in leadership and adherence to procedural guidelines governing the Board's operations. The selection of these officers will support the Board's ability to effectively manage land use and development matters within the Town, in alignment with its regulatory responsibilities.

Summary:

The Planning and Zoning Board must annually select a Chair and Vice-Chair during its March meeting, subject to Town Council approval. The Chair presides over meetings, calls special meetings, and attests to minutes, while the Vice-Chair serves as Chair pro tempore.

This selection ensures continuity in leadership and effective oversight of land use and zoning matters. The Board will nominate and vote for these positions, with final approval by the Town Council.

Possible Motions:

The Planning and Zoning Board has the following options:

Make a nomination for the Board's Chair. Once the Chair has been selected, make a nomination for Vice-Chair.

Fiscal Impact:

None

Staff Recommendation:

N/A