



**Planning and Zoning  
Commission  
MEMORANDUM**

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**TO:** Planning and Zoning Commission  
**FROM:** Matt Chesmore – Building Official  
**DATE OF MEETING:** January 6, 2026  
**SUBJECT:** Election of Commission Secretary

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**BACKGROUND:**

The election of the Commission Chair needs to occur each year. This is the first meeting for 2026.

**RECOMMENDATION:**

Staff recommends that the commission determine who the Secretary will be for the 2026 calendar year.