



**Planning and Zoning
Commission
MEMORANDUM**

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

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.