



**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.