



**Planning and Zoning
Commission
MEMORANDUM**

TO: Planning and Zoning Commission
FROM: Matt Chesmore – Building Official
DATE OF MEETING: February 23rd, 2026
SUBJECT: Election of Commission Secretary

BACKGROUND:

The election of the Commission Secretary needs to occur each year. This is generally completed at the first meeting of the new year.

RECOMMENDATION:

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