



## PLANNING & ZONING MEMORANDUM

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**TO:** Planning & Zoning Commission

**FROM:** Matthew R. Schmitz, MPA – City Manager

**DATE OF MEETING:** June 4, 2024

**ITEM TITLE:** Planning Commission – Selection of Secretary

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### **BACKGROUND:**

The Planning & Zoning Commission, as outlined in Section 21.04.02 - Membership of the City of Independence Zoning Ordinances shall have a Secretary who is selected by the members of the Commission.

The responsibilities of the Secretary are as follows (enumerated in Section 21.06): “The Secretary of the Planning and Zoning Commission shall attend all meetings of the Commission, take full and accurate minutes of the proceedings, prepare all necessary reports and documents for and on behalf of the Commission and perform such duties and functions as may be necessary for the orderly recording of the business of the Commission.”

### **RECOMMENDATION:**

Staff recommends a motion to appoint a member of the Planning & Zoning Commission as Secretary.