



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** November 10, 2021  
**PREPARED BY:** Scott Dunlop, Interim City Manager  
**DEPARTMENT:** Administration

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on appointing a Planning and Zoning Commission Chairperson.

**BACKGROUND/SUMMARY:**

The previous Chairperson resigned from the Commission leaving the position vacated. We have 3 options:

1. Leave the position unfilled until the normal appointment date in January and the Vice-Chair would conduct the remaining meetings this year
2. Appoint a Commissioner to fill the unexpired term which would be this meeting and the December meeting then have another 1-year appointment in January
3. Appoint a Commissioner for the unexpired term plus 1-year so we would not appoint a Chairperson again until January 2023.

**LEGAL REVIEW:** NO  
**FISCAL IMPACT:** NO  
**PRESENTATION:** NO  
**ATTACHMENTS:** NO

**STAFF RECOMMENDATION:**

**PLANNING & ZONING COMMISSION:**      **Recommend Approval**      **Disapproval**      **None**