

Planning & Zoning Commission
AGENDA REPORT

Meeting Date: June 11, 2025	Budgeted Amount: N/A
Department: Administration	Prepared By: Ruby Beaven

Subject

Consideration and possible action on the election of Vice Chairman.

Recommendation

Nominate and elect a Vice Chairperson.

Discussion

We currently have a vacancy for Board of Director Seat 5. With the current vacancy we lost the Board of Director who was elected as the Vice Chairman for the Planning and Zoning Commission. The Board of Directors need to elect a Vice Chairman to complete the term till October 2025 at which point will be up for the annual appointment again.

Selecting the Vice-Chairperson allows for someone to serve as an alternate if the Chairperson cannot attend the meeting.

Any Board of Director member, currently serving, is eligible to serve in this role. City staff carry out the duties of Secretary by keeping minutes and preparing reports and recommendations to City Council. Should the Commission decide to appoint a Secretary (or other officers), the duties of the position would remain the responsibility of City staff.

Approved By

Interim City Administrator

Anthony Solomon

Date: 05/23/2025