

Planning & Zoning Commission  
**AGENDA REPORT**

<b>Meeting Date:</b> 07/01/2025	<b>Budgeted Amount:</b> N/A
<b>Department:</b> Administration	<b>Prepared By:</b>

**Subject**

Consideration and possible action on the election of Vice Chairman.

**Recommendation**

Nominate and elect a Vice Chairman

**Discussion**

Tabled from June 11, 2025 Planning & Zoning (P&Z) meeting.

City Council appointed Jeff Glaser to the P&Z Board Seat 5 at the June 24, 2025 meeting.

With the most recent vacancy of Seat 5 the Commission lost the Vice Chairman. The Board of Directors need to elect a Vich 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**

City Administrator	Brent Walker	Date: 06/25/2025
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