

Planning & Zoning Commission  
**AGENDA REPORT**

<b>Meeting Date:</b> June 03, 2025	<b>Budgeted Amount:</b> N/A
<b>Department:</b> Administration	<b>Prepared By:</b> 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