



# STAFF REPORT

## Planning Commission

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**Meeting Type:** Planning Commission  
**Meeting Date:** January 22, 2024  
**From:** Kelly O'Neill Jr. Development Services Director  
**Subject:** Planning Commission Chair Appointments for 2024

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### DECISION TO BE MADE:

- Appoint the Chair
- Appoint the Vice Chair

### BACKGROUND / CONTEXT:

Each January, the Planning Commission appoints a Chair and Vice Chair. The 2023 appointments were Commissioner Crosby as the Chair and Commissioner Weinberg as the Vice Chair.

The Chair assists with setting the Commission agenda, setting time limitations for applicants and the public at hearings, presides over meetings and work sessions, reviews final orders, and coordinates with fellow commissioners. The Vice Chair assumes the Chair responsibilities when the Chair is absent.

### RECOMMENDATION:

At the January 22, 2024, Planning Commission meeting appoint a Chair and Vice Chair for the calendar year of 2024.

### SUGGESTED MOTION LANGUAGE:

"I move to appoint Commissioner \_\_\_\_\_ as the Chair and Commissioner \_\_\_\_\_ as the Vice Chair of the Sandy Planning Commission for the calendar year of 2024."