



To: Westminster Planning and Zoning Commission

From: Andrew R. Gray, Comprehensive Planner

cc: Mark A. Depo, Director of Community Planning and Development
Andrea Gerhard, Comprehensive Planner
Sandra Anderson, Main Street Manager

Date: May 8, 2020

Subject: **2020 PLANNING AND ZONING COMMISSION ELECTIONS**

BACKGROUND

On April 9, 2020, Staff presented information to the Commission about the upcoming Planning and Zoning Commission (“Commission”) elections.

Pursuant to the PZC Commission Rules and Regulations (“Rules”), Section III. Quorum and Officers:

“At its regularly scheduled meeting in the month of May, the PZC will elect from among its members a Chair and Vice-Chair to serve for the term of one year each. An affirmative majority vote of the members present will be necessary to elect members as officers. Officers may serve for as many consecutive terms as elected.”

Any member can be the Chair or Vice Chair. Pursuant to Section III., J., in the Rules, “the alternate member shall be expected to attend all meetings of the Commission and is entitled to participate in the meeting, as are the regular members, except in the matter of voting”. If the Commission elects the Alternate member as either the Chair or Vice-Chair, their role would stay the same except they would preside over the meeting.

REQUEST

Staff requests the Planning and Zoning Commission elect from its members a Chair and Vice-Chair to serve a term of one year.