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*City of Merced*

**MEMORANDUM**

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**DATE:** July 6, 2016  
**TO:** Planning Commission  
**FROM:** Kim Espinosa, Planning Manager  
**SUBJECT:** Election of Chairperson and Vice-Chairperson

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**ACTION REQUIRED:** Election of Chairperson and Vice-Chairperson

The Planning Commission Rules of Procedure call for the election of Chairperson and Vice-Chairperson in July. Seniority is often a consideration, but does not have to be a deciding factor.

Attached for your information is the section from the Planning Commission Handbook on the selection of Chairperson and Vice-Chairperson (Attachment B), as well as a chart with current terms and offices held (Attachment A).

Attachments

- A) Planning Commission – Current Terms and Offices Held
- B) Planning Commission Handbook Excerpt

**MERCED CITY PLANNING COMMISSION**

**CURRENT TERMS AND OFFICES HELD**

<u>Commissioner</u>	<u>Appointed</u>	<u>Term Exp.</u>	<u>Chairperson</u>	<u>Vice-Chair</u>
Bill Baker	6/2015	7/2019		2015
Kurt Smoot	8/2013	7/2017		
Kevin Smith	8/2013	7/2017		2014
Robert Dylina	6/2015	7/2017		
Peter Padilla	3/2013 7/2015	7/2019		
Travis Colby	6/2010 7/2014	7/2018	2012 2015 2013	
Jill McLeod	10/2015	10/2019		

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**ATTACHMENT A**

## SELECTION OF CHAIRMAN AND VICE-CHAIRMAN

Being Chairman is a rewarding experience but involves a number of responsibilities in addition to running the Commission meetings. Normally, a lot of extra time is spent both preparing for meetings and working with the Community Development Director and others on various matters such as those noted below.

Those Planning Commissioners who have not served as Chairman might discuss the responsibilities with the present or former chairman to get a better idea of what is involved.

It has been the Commission's practice for Commission members to take turns being the chair and vice-chair. Sometimes members serve one term and sometimes two consecutive terms. Seniority is often a consideration, but does not have to be a deciding factor. Also, sometimes individual Commission members prefer not to be the vice-chairman and/or the chairman, and that is fine.

The following is a list of many of the Planning Commission Chairman's responsibilities. A number of these can fall upon the vice-chair in the chair's absence.

1. Preside at all meetings of the Commission.
2. Call special meetings of the Commission in accordance with legal requirements and the Rules of Procedure.
3. Sign documents of the Commission.
4. See that all actions of the Commission are proper.
5. Assist staff in determining agenda items.
6. Appoint committees as necessary.
7. Serve as Chairman of Minor Subdivision Committee -- review and sign documents.
8. Assist staff in determining whether certain matters can be handled administratively or should come to the Planning Commission.
9. Assist staff in certain zoning enforcement matters.
10. Attend certain City Council, County Planning Commission, and other meetings as the Planning Commission's representative.
11. Communicate informally as necessary with the Mayor, City Council members and City Manager on certain Planning Commission matters.
12. Assist in the orientation and education of new Planning Commission members.
13. Write and approve letters on behalf of the Planning Commission.