



## **MEMORANDUM**

**TO:** Planning and Zoning Board Members

**FROM:** Lisa Frazier, AICP, Growth Management Director

**THRU:** N/A

**DATE:** March 5, 2025

**RE:** Election of Planning and Zoning Board Chair and Vice Chair

### **SUMMARY:**

The board is required to hold an election to fill the vacant positions of Chair and Vice Chair. The Chair and Vice Chair will serve in the role for two years, and the Vice Chair will automatically succeed to Chair.

**Board action is required to elect a Chair and a Vice Chair at the March 5, 2025 Planning and Zoning Board meeting.**

