



MEMO TO: Planning Commission  
FROM: Antoinette McVeigh, Town Clerk  
DATE: November 23, 2022  
SUBJECT: Appointment of the Chair and Vice Chair

**MATTER BEFORE COMMISSION:**

The Planning Commission shall elect a Chairperson and a Vice Chairperson annually.

**ACTION REQUESTED:**

Motion to appoint the Planning Commission Chair and Vice Chair.

**BACKGROUND:**

Fraser Municipal Code

**ARTICLE 6 - Planning Commission**

**Sec. 2-6-20. - Members.**

The Planning Commission shall consist of the following members:

- (1) The Mayor shall serve as an ex officio member of the Planning Commission.
- (2) One (1) member of the Board of Trustees shall be selected by the Mayor to serve as an ex officio member of the Planning Commission. In case of a vacancy, if no member of the Board of Trustees is willing to fill the vacancy, the Mayor may appoint a resident of the Town to serve until the next regular election.
- (3) One (1) member of the Board of Trustees shall be selected by the Board of Trustees to serve as an ex officio member of the Planning Commission. In case of a vacancy, if no member of the Board of Trustees is willing to fill the vacancy, the Board of Trustees may appoint a resident of the Town to serve until the next regular election.
- (4) The remaining four (4) members of the Planning Commission shall be residents appointed by the Mayor to serve as members of the Planning Commission.

Mayor:

Philip Vandernail

Board of Trustees Ex-Officio Mayor Appointment:

Parnell Quinn

Board of Trustees Ex-Officio Board Appointment:  
Katie Soles

Commissioners Appointed by the Mayor:  
Robert Gnuse  
Margaret Bowles  
Andrew Miller  
Joy McCoy

**Sec. 2-6-60. - Chairperson.**

The Planning Commission shall elect a Chairperson from among the members appointed by the Mayor and create and fill such other of its offices as it may determine. The term of the Chairperson shall be one (1) year with eligibility for reelection. The Planning Commission shall hold at least one (1) regular meeting each month, and it shall adopt such rules as it deems appropriate for transaction of business and shall keep a record of its resolutions, transactions, findings and determinations, which record shall be a public record.