



Town of Miami Lakes Memorandum

To: Planning and Zoning Board Members

From: Susana Alonso, AICP, Principal Planner

Subject: Planning and Zoning Chair and Vice Chair Elections

Date: October 6, 2020

Recommendation:

Town Charter Sec. 13-203. - Planning and Zoning Board.

(c) *Officers.*

- (1) The Mayor shall appoint the first Chair from among the appointed members on April 1, 2009. Every year thereafter, at its first meeting in April of each year, the P&Z Board shall elect one of its members as Chair. The Chair shall carry out all duties and responsibilities as designated in this chapter and by Town Council.
 - (2) At its first meeting in April of each year, the P&Z Board shall elect one of its members as Vice-Chair who shall, in the absence of the Chair, fulfill all the duties and responsibilities of the Chair as designated in this chapter and by Town Council.
- (d) *Term.* Terms shall consist of two-year terms beginning April 1 of the year appointed. For purposes of the P&Z Board's creation, the initial terms shall consist of one-year terms for Residential Areas 2 and 4 and At-Large Seat 6, and two-year terms for Residential Areas 1 and 3, At-Large Seat 5 and the Mayor's appointments.