



**City of Kirkland**  
Planning and Building  
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## MEMORANDUM

**To:** Planning Commission

**From:** Adam Weinstein, AICP, Planning & Building Director  
Allison Zike, AICP, Deputy Planning & Building Director

**Date:** May 1, 2025

**Subject:** Planning Commission Officer Elections

### RECOMMENDATION

The Planning Commission (PC) should make nominations and conduct a vote to elect a Chair and Vice-chair.

### BACKGROUND

There are two officer roles on the PC that must be filled, a Chair and Vice-chair. Pursuant to the PC Policies and Procedures<sup>1</sup>, the PC holds an annual election at their first meeting in May to elect a Chair and Vice-chair to a one-year term. There is no minimum time required on the Commission required for a member to be nominated to either role, and the policies and procedures allow the existing Chair and/or Vice-chair to be re-elected if the Commission chooses. Additional officer roles may be created, and members elected to them, with a majority vote of the PC.

### NEXT STEPS

The newly elected Chair and Vice-chair will begin their term at the conclusion of the PC's vote at the May 8, 2025 meeting.

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<sup>1</sup> <https://www.kirklandwa.gov/files/sharedassets/public/planning-amp-building/planning-commission/planning-commission-policies-and-proceduresoctober-27-2022.pdf>