



STAFF REPORT TO THE PLANNING COMMISSION

DATE: Regular Meeting of January 20, 2026

TO: Chair and members of the Planning Commission

SUBMITTED BY: Timothy Rood, AICP, Community Development Director

SUBJECT: Election of Chair and Vice Chair

RECOMMENDATION ACTION:

That the Planning Commission:

1. Nominate one or more candidates to serve as Chair for a term of one year;
2. Nominate one or more candidates to serve as Vice Chair for a term of one year;
3. Take public comment;
4. Elect a Chair; and
5. Elect a Vice Chair (both may be done in one motion by minute action)

BACKGROUND:

Section 2-2.106 of the Hercules Municipal Code provides that the Planning Commission shall annually elect a Chairperson and Vice-Chairperson to serve a term of one (1) year. The Chairperson shall preside at all meetings and shall report to the Council on all recommendations of the Commission. The Vice-Chairperson shall perform the functions of the Chairperson in case of absence of the Chairperson. Upon completion of the one (1) year term as Vice-Chairperson, the Vice-Chairperson shall be given the first option to serve as Chairperson of the Planning Commission.

ANALYSIS:

Vice Chair Most-Walker shall have the first option to serve as Chair but has indicated to staff that she does not wish to serve as Chair for the coming year. Any member may serve as Chair or Vice Chair.