



**CITY OF FORT BRAGG**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
416 N. FRANKLIN, FORT BRAGG, CA 95437  
PHONE 707/961-2827 FAX 707/961-2802

---

---

**MEMORANDUM**

**DATE: JANUARY 06, 2021**  
**TO: FORT BRAGG PLANNING COMMISSION**  
**FROM: JOANNA GONZALEZ, ADMINISTRATIVE ASSISTANT, CDD**  
**SUBJECT: SELECTION OF CHAIR AND VICE CHAIR FOR 2021.**

---

**Per the Fort Bragg Planning Commission Bylaws adopted via resolution on January 23, 2019:** *At the first meeting in the month of January, the Planning Commission shall select one of its members as Chair and one member as Vice-Chair of the Commission. In case of the absence of the Chair, the Vice-Chair shall act as the Chair. If the Chair and Vice-Chair leave the Commission, and there are no officers, the Commission shall elect a Chair and Vice-Chair at the next Commission meeting. (Ord. 740 §1, 1992) (Fort Bragg Municipal Code §2.20.050).*

Please take this opportunity to revisit the Planning Commission bylaws (attached) and the Planning Commission Chair Bullet Points.

Thank you for your service!

Joanna Gonzalez