



## **INFORMATIONAL MEMORANDUM**

TO: Tukwila Planning Commission  
FROM: Nora Gierloff, AICP, Community Development Director  
BY: Nancy Eklund, AICP, Long Range Planning Manager  
DATE: April 15, 2025  
SUBJECT: Designation of 2025-2026 Planning Commission Leadership

### **ISSUE**

Per the Planning Commission's Bylaws, at this first meeting in April, the Commission should vote to designate a new Chair and Vice Chair, per their Bylaws

### **DISCUSSION**

Per TMC 2.36.030, the Planning Commission organizes itself according to its adopted Bylaws (last updated 12/14/2023). Those Bylaws identify the process by which Commission leadership transitions from year to year.

### **ARTICLE IV – DESIGNATION OF OFFICERS**

The Commission shall make a motion to designate a Chair and a Vice Chair to serve for one year. Designations are based on longevity of service on the commission and will rotate through all of the members before a member serves an additional term. Generally, officers shall be designated and take office annually at the first regular public meeting of the Commission in April. The first item of new business shall be the designation of the officers and they will assume their duties at that time.

The Vice-Chair from the previous year will be designated as Chair and the next member in line in line of seniority will be designated as the Vice-Chair.

The current Chair and Vice Chair are Martin Probst and Ann Durant, respectively. The Bylaws indicate that Ms. Durant would transition to the Chair role. Staff conferred with Commissioner Durant and she agreed to accept this position.

When evaluating which Commissioner should transition to the Vice Chair position, the following information was considered:

- Commissioners Kaehler, Ho, and McLeland Wieser were all appointed on 4/1/2024.
- Commissioner McLeland-Wieser indicated he was not interested at this time in becoming Vice Chair; Commissioners Ho and Kaehler stated their interest.
- Commissioner Kaehler applied to be on the Commission on 9/19/23, and Commissioner Ho applied on 2-15-24.
- Based on this, the Vice Chair designee would be Commissioner Kaehler.

### **RECOMMENDATION**

A member of the Planning Commission should make a motion to:

**Designate Commissioner Ann Durant as Chair and Alex Kaehler as Vice Chair for the April 2025 through March 2026 Planning Commission year.**

Another Commission member should second the motion, and the Commission should vote.