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MEMO

Item No. 10

TO: Members of the City Council

FROM: John A. Haila, Mayor

DATE: June 22, 2021

SUBJECT: Appointment to Fill Vacancy on Planning & Zoning Commission

Carol Spencer, member of the Planning & Zoning Commission (P&Z), had submitted her resignation from the Planning & Zoning Commission. Since Carol's term of office does not expire until April 1, 2024, an appointment needs to be made to fill this vacancy.

Therefore, I request that the City Council approve the appointment of Kayonna Topp to fill an unexpired term of office on the Planning & Zoning Commission.

JAH/alc