



**CITY OF MANHATTAN BEACH  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
MEMORANDUM**

**DATE:** June 8, 2022

**TO:** Planning Commission

**FROM:** Carrie Tai, AICP, Director of Community Development

**SUBJECT:** Reorganization of the Planning Commission - Selection of Planning Commission Chair and Vice-Chair

**RECOMMENDATION**

Staff recommends that the Planning Commission select members to serve as the Chair and Vice-Chair positions for the upcoming year.

**BACKGROUND**

At the first meeting every June, the Planning Commission selects a Chair and Vice-Chair to serve through May 31 of the following year. The Commissioner who served as Vice-Chair is customarily selected to become the Chair in the following year, and the Commissioner of next greatest seniority is selected to be the Vice-Chair.

**DISCUSSION**

The current Planning Commission Vice-Chair is Joseph Ungoco. The next Commissioner of greatest seniority is Robert Tokashiki. Therefore, the recommended option at this time for the selection of Chair and Vice-Chair is to select the current Vice-Chair (Joseph Ungoco) to serve as Chair, and select the Commissioner of next greatest seniority (Robert Tokashiki) to serve as Vice-Chair.