



# City of Jurupa Valley

## Staff Report

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DATE: JANUARY 14, 2026

TO: CHAIR PRUITT AND MEMBERS OF THE PLANNING COMMISSION

FROM/ BY: JOE PEREZ, ASSISTANT CITY MANAGER / COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: AGENDA ITEM NO. 04  
**Selection of Planning Commission Chair for 2026**  
**Selection of Planning Commission Chair Pro Tem for 2026**

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### BACKGROUND

#### Rules of Procedures

The Planning Commission Rules of Procedures Section 6 provides the following requirement for the annual reorganization:

*C. Selection of Planning Commission Officers. At the last regular Planning Commission Meeting in December of each year, the Planning Commission shall select from among its members a Chair and Chair Pro Tempore to serve for the following year. The Chair and Chair Pro Tempore shall take office on January 1 of each year. The term of office for the Chair and the Chair Pro Tempore shall be a calendar year from January 1 through December 31.*

*D. Waiver of Rules. The Planning Commission shall have the authority to waive provisions of the procedures established by this policy unless the procedure is required. Failure of the Planning Commission to follow these procedures shall not invalidate or otherwise affect any action of the Planning Commission.*

Since the December 31, 2025 Planning Commission meeting was cancelled, it is appropriate for the Commission to reorganize at the January 14, 2026 meeting. The Commission should waive the rule and proceed with the reorganization on this date.

#### Acting Chair

To proceed with the selection of the Chair, the Secretary of the Planning Commission (Community Development Director) will act as Chair to call the meeting to order and moderate the meeting until the voting members select a Chair as the first item of business.

### PROCEDURE

Selection of the Chair for 2026

1. Secretary of the Commission (Community Development Director) will act as the Chair during the selection of the Chair for 2026.
2. The Secretary will ask for a motion and a second to waive the rule for reorganizing the Commission at the last meeting of December and select a Chair and Chair Pro Tem on January 14, 2026.
3. The Secretary will call for nominations for the office of Chair for 2026. A nomination does not require a second.
4. When no further nominations are evident, the Secretary will ask for a motion and a second to close nominations.
5. Upon a majority vote to close nominations, the Secretary will ask for a motion and a second to select a nominee for the office of Chair.
6. Upon a majority vote on a motion to select a Chair, the Secretary will relinquish the gavel to the newly selected Chair.

Selection of the Chair Pro Tem

The newly selected Chair will follow the same procedure outlined above for the selection of a Chair Pro Tem.

Prepared by:



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Joe Perez

Assistant City Manager/

Community Development Director

Reviewed by:

**//ss// Maricela Marroquin**

Maricela Marroquin

