

PLANNING AND DEVELOPMENT SERVICES STAFF REPORT

DATE: July 16, 2024
SUBJECT: Annual Planning Commission Organizational Meeting

The Ann Arbor City Planning Commission (“Commission”) is directed to undertake a series of organizational measures on an annual basis in order to comply with provisions of the Commission’s [Bylaws](#). This report provides an overview of these actions.

Election of Officers

Article 6 of the Planning Commission Bylaws establishes three officers of the Commission: Chair, Vice-Chair, and Secretary. The election of officers shall be held at the first regular meeting in July that occurs after July 1st.

Eligibility: All commissioners are eligible for nomination, except:

- Current officers who have served two successive terms in their current position
- City Council Ex-Officio members of the Planning Commission

Proposed Nomination and Election Process:

1. Staff will collect information in advance as to whether individual Commissioners do not wish to be considered for a particular position, or for any elected position. Any ineligible nominations will also be clarified.
2. A list of Commissioners who have not expressed disinterest in accepting a nomination will be provided for nominating motions at the meeting. Additional nominations can take place as necessary, including self-nominations.
3. After nominations for a position are closed, the election for that position shall be held immediately by voice vote or show of hands, with the Chair declaring the outcome of each vote. If the vote is not unanimous, any member may request a roll call vote to be recorded in the minutes. Each commissioner will vote for one candidate for each position.
4. Elections will be held successively in the order of Chair, Vice-Chair, and Secretary.
5. A candidate receiving a majority vote of the entire membership of the Commission shall be declared elected. In the event of a tie or if no candidate receives a majority, additional rounds will be held immediately between the top candidates for that position.
6. If a current officer is elected to a new position, they must vacate their current position before assuming the new role.

Commissioner Survey Results:

Role	Commissioners Willing to Accept Nomination
Chair	Lee, Wyche
Vice Chair	Norton, Hammerschmidt, Lee, Wyche Mills (if needed)
Secretary	Norton, Hammerschmidt, Lee, Wyche Mills (if needed)

PROPOSED CITY PLANNING COMMISSION OFFICERS NOMINATION

I nominate [COMMISSIONER NAME(S)] for [POSITION(S)].

PROPOSED CITY PLANNING COMMISSION ELECTION MOTION

I move that we proceed to the election of [POSITION].

Officer Roles:

- Chair – The Chair shall preside at all meetings and shall decide points of order and procedure, subject to the provisions of the Bylaws. The Chair shall ensure that all meetings are conducted in an efficient and respectful manner.
- Vice-Chair – The Vice-Chair shall act to fulfill the duties of Chair in the absence of the Chair.
- Secretary – The Secretary shall perform such duties as required by law and as the Commission may determine. The Secretary shall act for the Vice-Chair in the Vice-Chair's absence.

Term of Office: Elected officers shall serve a term of one year, or until their successors take office. As per the Bylaws, no member of the Commission shall hold the same office for more than two successive terms, nor hold more than one office at a time.

Assumption of Duties: Newly elected officers will assume their roles immediately following the election. The newly elected Chair will preside over the balance of the meeting.

Bylaws

As stipulated in the Planning Commission Bylaws, annual review and consideration of the bylaws is required. The review of bylaws shall be conducted at the first regular meeting in July that occurs after July 1st. The current bylaws were last modified by the Planning Commission on July 18, 2023, but have not yet been presented to the City Council for adoption, pending changes to Chapter Eight of the City Code. Planning Manager Lenart will be presenting these to City Council in September. The version being advanced to Council is attached to this agenda packet and includes changes to the Planning Commission's role in new appointments, as well as some technical language changes. It also includes modifications to voting requirements, which would require accompanying ordinance changes to enact.

City staff does not recommend further bylaws modifications at this time. If the Planning Commission wishes to pursue further amendments, the following action can be taken to advance the changes:

PROPOSED CITY PLANNING COMMISSION BYLAWS AMENDMENT

I move that the following changes are referred to the City Attorney for review:

1. The proposed amendments included in the draft by-laws presented at this meeting.
2. [description of any additional amendment(s)];

And that the proposed amended Bylaws be presented back to the Planning Commission after staff review on August 20, 2024.

If the Planning Commission disagrees with the proposed changes, and believes the by-laws are appropriate in current form, the following action can be taken:

PROPOSED CITY PLANNING COMMISSION – BYLAWS AFFIRMATION

I move to affirm that the City Planning Commission Bylaws as approved on July 18, 2023 require no further amendments and should be advanced to City Council.

Committees and Appointments

The final organizational task is to assign Commissioners to subcommittees and as designees to other groups. While most appointments have been previously discussed, there is one new addition: Commissioner Richard Norton is proposed for the Ordinance Revisions Committee. This organizational meeting will adopt these assignments, including the new addition. The following action will formalize all committee and liaison appointments.

PROPOSED CITY PLANNING COMMISSION COMMITTEES/LIAISONS

I move that the Commissioner appointments reflected on the attachment be approved.

Prepared by Deputy Planning Manager Hank Kelley
Reviewed by Planning Manager Brett Lenart

Attachments: DRAFT Bylaws Amendments – July 18, 2023
Proposed Committee Assignments and Designees – July 16, 2024