



# MEMORANDUM

TO: Planning Commission – Comprehensive Plan Subcommittee  
FROM: Brett Lenart, Planning Manager  
DATE: October 2, 2023  
SUBJECT: **Comprehensive Plan Steering Committee – Selection Process**

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The City published an online application to solicit interested people to serve on the Steering Committee for the City's Comprehensive Plan.

The Steering Committee is intended to include residents, employees, property owners, community leaders and other stakeholders to establish processes and timelines for the plan. This committee is intended to help conduct research, check assumptions, gain insight, develop a values framework, evaluate recommendations, and help to engage the community.

Staff and the consultant team envision a committee of approximately 20 people and the published application is intended to widely open opportunities for individuals to express their interest in this work. It is not required that all members of the steering committee be appointed from this application, but it provides an early opportunity for the Planning Commission to bring a variety of voices to this process.

The process for creating the Steering Committee follows:

- On October 2<sup>nd</sup>, the Comprehensive Plan Sub-Committee of the Planning Commission will discuss criteria and/or a rubric as to how staff can present an effective recommendation to the Committee.
- October 6<sup>th</sup> will be the last day of applications.
- At a future meeting (date TBD), City staff will present recommendations to the Comprehensive Plan Subcommittee based on the criteria and/or rubric discussed. As part of this discussion, Commissioners may also advise staff of additional areas of expertise, background, or interest that may be beneficial to add to the Steering Committee.
- These recommendations will be forwarded to the Planning Commission for formal appointment as the Comprehensive Plan Steering Committee.

For the purposes of the discussion on March 2<sup>nd</sup>, here is a summary of the information asked of applicants for consideration on the Steering Committee:

Basic Applicant Information:

- Name

- Address
- Email
- Phone Number

Applicant Interest Information (open questions):

- What excites and/or concerns you about Ann Arbor's Future?
- Do you have prior experience serving on a board, commission, or steering committee with the City of Ann Arbor or another community? (Prior experience not required; new voices encouraged.)
- Describe your experience, interest and/or passion that would help shape a successful comprehensive plan.
- Describe your experience working with teams to reach a mutually agreed outcome.
- Our goal is to hear from voices and people that don't always feel included or heard. How would your involvement support the inclusion of diverse ideas, people and perspectives in this plan?
- Is there anything else you'd like to tell us about yourself?

Applicant Demographic Information (Optional Questions)

- Do you live in the City of Ann Arbor?
  - How many years have you lived in the City of Ann Arbor?
- If you don't live in the City of Ann Arbor, would you like to?
  - Describe why you don't currently live in the City of Ann Arbor?
- Do you own or rent your residence?
- Do you work in the City of Ann Arbor?
  - How many years have you worked in the City of Ann Arbor?
- Do you have any other connection to the City of Ann Arbor that is important to you? (e.g., my child attends school, I attend church, I am active in an organization, etc.)
- What is your current age?
- What identifiers would you use to describe yourself? (race/ethnicity)
- What is your gender identity?
- Which best describes your household income last year?
- Are you a native speaker of any languages other than English?
  - What other languages do you speak?
- Do you identify as a disabled person or a person with a disability?
- Please share any other personal lived experiences or demographic information that would be valuable to the Comprehensive Plan process. (open response)
- Are there supports, services, or accommodations that would facilitate your participation in this committee? (examples could include transportation/mobility, ASL translation, childcare, technology assistance, etc.) (open response)

If there is any additional information I can provide, please contact me at [blenart@a2gov.org](mailto:blenart@a2gov.org).