

PLANNING AND DEVELOPMENT SERVICES STAFF REPORT

DATE: July 15, 2025

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	Wyche, Mills
Vice Chair	Lee, Abrons, Mills
Secretary	Hammerschmidt, Abrons, Mills

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 at the next meeting of the Commission. The previously elected Chair will preside over the balance of the meeting.

COMMITTEES AND LIAISONS

Another organizational task is to assign Commissioners to subcommittees and as designees to other groups. The Planning Commission currently has three committees and three liaison designations for other boards and commissions. Some of the current designations changed based on the following:

- The Environmental Commission is re-organizing into a Sustainability Commission and will not maintain a Planning Commission liaison going forward;
- The Comprehensive Plan Review subcommittee is dissolved as the full body is now participating in the review of content.

The following action will formalize all committee and liaison appointments.

PROPOSED CITY PLANNING COMMISSION COMMITTEES/LIAISONS
I move that the Commissioner appointments reflected in the staff report be approved.

Updated Committee Assignments and Liaisons:

<u>Subcommittees</u>	Abrons	Adams	Norton	Disch	Hammerschmidt	Lee	Mills	Weatherbee	Wyche
Ordinance Revisions									
Executive (Chair, Vice-Chair, Secretary)	Will be updated with July 15, 2025 election results								
<u>Liaisons and Designees</u>									
Transportation Commission									
Zoning Board of Appeals (Appointed by Council)									

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 16, 2024, and were approved by City Council for adoption on November 7, 2024. The current version was updated to include changes to the Planning Commission's role in new appointments, as well as some technical language changes. It also included modifications to voting requirements.

City staff recommends the Commission update its bylaws to allow flexibility in public comment management. Recent meetings have resulted in cases of very high commenter turnout, which must be balanced with action items and other Commission business. To facilitate this, one of a few options could be considered (staff recommendation bolded):

- 1. Limit public comment to two minutes per speaker;**
2. Limit the first public comment period (ex: one-hour maximum), with other commenters requested to speak at the end of the meeting (may require sign-ups and additional administrative work);
- 3. Provide Chair and Planning Manager with additional flexibility in adjusting agenda order and components;**
4. Give Chair ability to modify comment length at time of the meeting based on volume of commenters.

Staff recommend **items #1 and #3** above for simplicity of operations.

If the Planning Commission wishes to pursue any of the above amendments, the following motion format can be taken to advance desired changes:

PROPOSED CITY PLANNING COMMISSION MOTION – BYLAWS AMENDMENT
I move that the following bylaws changes be drafted and referred to the City Attorney for review: 1. <i>[state desired motion/s based on items above or new ideas from Commissioners]</i>

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 by Council on November 7, 2024 require no further amendments.

Additionally, Resolution R-24-109 included 13 measures to implement new processes and programs supporting housing affordability, including the following:

Elimination of the Public Hearing requirement for site plans at the Planning Commission, however Planning Commission meetings should be restructured to allow public comment for each site plan that appears on the agenda.

This item was reflected in [proposed Unified Development Code changes to amend sections on Public Notice and Hearings](#), which if approved at second reading by City Council on July 21, 2025, will no longer require public hearings for Site Plans.

To add in a public comment period for all items which may have a public hearing removed, pending City Council approval on July 21, 2025, the Commission can use the following motion:

PROPOSED CITY PLANNING COMMISSION MOTION – PUBLIC COMMENTS ON SITE PLAN PETITIONS
I move that bylaws changes be drafted and referred to the City Attorney for review to add public comment periods for site plans which may no longer require public hearings.

After any motions requiring bylaws changes are approved by the Commission, staff will return with a redlined version of bylaws for approval and forwarding to City Council for adoption.

WORK PROGRAM

An updated work program through 2026 is included in this packet. Notable changes include:

- Completed items from 2022 and 2023 have been removed;

- Items from Council's 2024 economic development resolutions were expanded and updated with progress status;
- Irrelevant and redundant items have been struck (ex: annexation cost burdens);
- Some items anticipated to occur through the Comprehensive Plan Implementation Matrix were removed and will be encompassed under various Implementation Matrix action items;
- A commission request to look at 30% height bonuses was added;
- Some items which have arisen during Ordinance Revisions Committee discussions were added to the program.

A proposed motion to adopt the Commission's Work Program for Fiscal Year 2026, attached to this agenda packet, is below:

PROPOSED CITY PLANNING COMMISSION MOTION – FISCAL YEAR 2026 WORK PROGRAM
I move that attached Work Program for Fiscal Year 2026 be adopted.

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

Attachments: 2025-07-15_CPC_FY26 Work Program_redline.pdf
2025-07-15_CPC_FY26 Work Program_accept changes.pdf