



Planning and Development Services Staff Report

Date: July 7, 2026

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 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:
 - Commissioner Hammerschmidt is ineligible to serve as Secretary in the coming year.
- City Council Ex-Officio members of the Planning Commission:
 - Commissioner Disch is ineligible to serve as an officer of the Commission.

Proposed Nomination and Election Process:

1. A list of Commissioners who have expressed interest in accepting a nomination is provided. Additional nominations can take place as desired, including self-nominations.
2. After nominations for a position are closed, the election for that position shall be held immediately by voice vote (or roll call for multiple candidates), with the Chair declaring the outcome of each vote. Each commissioner will vote for only one candidate for each position.
3. Elections will be held successively in the order of Chair, Vice-Chair, and Secretary.
4. 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.
5. If a current officer is elected to a new position, they must vacate their current position before assuming the new role.

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.

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.

Commissioner Survey Results:

Role	Commissioners Willing to Accept Nomination
Chair	Wyche, Lee
Vice Chair	Hammerschmidt, Lee
Secretary	Adams, Lee

Proposed Motions:

Proposed City Planning Commission Motion for Officers Nomination
I move to nominate [commissioner name(s)] for [position(s)].

Proposed City Planning Commission Motion for Elections
I move that we proceed to the election of [position].

Committees and Liaisons

Another organizational task is to assign Commissioners to subcommittees and as designees to other groups. The Planning Commission currently has two committees and two liaison designations for other boards and commissions. The following proposed motion would formalize all committee and liaison appointments shown below.

Proposed City Planning Commission Motion for Committees and Liaisons
I move that the Commissioner appointments reflected in the staff report be approved.

Updated Committee Assignments and Liaisons:

Subcommittees	Adams	Bassiouni	Disch	Hammerschmidt	Lee	Mills	Norton	Weatherbee	Wyche
Ordinance Revisions	x			x		x	x		
Executive (Chair, Vice-Chair, Secretary)	<i>Will be updated with July 7, 2026 election results</i>								

Liaisons and Designees	Adams	Bassiouni	Disch	Hammerschmidt	Lee	Mills	Norton	Weatherbee	Wyche
Transportation Commission					x				
Zoning Board of Appeals (Appointed by Council)								x	

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 15, 2025, and were approved by City Council for adoption on October 20, 2025.

If the Planning Commission does not have proposed changes, and finds the bylaws are appropriate in current form, the following action can be taken:

Proposed City Planning Commission Motion for Bylaws Affirmation
I move to affirm that the City Planning Commission Bylaws as approved by Council on October 20, 2025 require no further amendments.

Work Program

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

- Older completed items have been removed (see strikethroughs in redlined attachment);
- Newer completed items have updated statuses and anticipated dates (see red text without strikethrough in redlined attachment);
- The Comprehensive Plan Implementation process was added;
- Items encompassed under recently issued requests for proposal have been marked.

A proposed motion to adopt the Commission's Work Program for Fiscal Year 2027, attached to this agenda packet, is below:

Proposed City Planning Commission Motion for Fiscal Year 2027 Work Program
I move that attached Work Program for Fiscal Year 2027 be adopted.

Prepared by Deputy Planning Manager Hank Kelley and Planning Manager Brett Lenart.

Attachments:

- 2025-10-20_CPC Bylaws_Council Approved.pdf
- 2026-07-07_CPC_FY27 Work Program_redline.pdf
- 2026-07-07_CPC_FY27 Work Program_accept changes.pdf