

## MEMORANDUM



TO: Planning Commission  
FROM: Hank Kelley, Deputy Planning Manager  
DATE: July 8, 2025  
SUBJECT: Annual Organizational Meeting Discussion

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The Planning Commission will consider annual organizational items at its July 15, 2025 meeting, including a review of bylaws, work program and election of officers. As needed, the Commission can discuss additional organizational items such as the Commission retreat and participation in the Michigan Association of Planning fall conference.

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### **Bylaws**

Staff would like to discuss whether the Planning Commission should update its bylaws to allow flexibility in public comment timeframes and/or length. Currently the bylaws stipulate two public comment periods, with each commenter receiving three minutes.

This provision has challenged the timely conducting of Commission business due to multi-hour public comment periods, at times in addition to public hearings held at the same meeting.

Options for consideration:

- Limit public comment to two minutes per speaker;
  - Limit the first public comment item to a one-hour maximum, with other commenters requested to speak at the end of the meeting (may require sign-ups and additional administrative work);
  - Provide for additional flexibility in creation of agenda order and components;
  - Give chair ability to modify comment length based on volume of commenters.
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### **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 moved to the Post-Comprehensive Plan section;
- Some items which have arisen during Ordinance Revisions Committee discussions were added to the program.

Staff would like to walk through and discuss the various changes with the Commission prior to adoption of a final program on July 15<sup>th</sup>.

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## 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

Staff would like to fill out the below table during the Working Session to understand which Commissioners are interested in putting forth their names.

| Role       | Commissioners Willing to Accept Nomination |
|------------|--|
| Chair      | TBD  |
| Vice Chair | TBD  |
| Secretary  | TBD  |

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## Committee Assignments

The Planning Commission currently has three committees and three liaison designations for other boards and commissions. Some of the current designations will change 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 suggested to be dissolved as the full body is participating in the review of content;
- Interest of current Ordinance Revisions Committee members in maintaining status on this subcommittee, and interest of Transportation Commission designee in the same.

Staff would like to discuss the committee assignments to bring an updated draft to the July 15<sup>th</sup> meeting.

**Current Committee Assignments and Known Changes:**

| <b><u>Subcommittees</u></b>                              | <b>Abrons</b> | <b>Adams</b> | <b>Norton</b> | <b>Disch</b> | <b>Hammerschmidt</b> | <b>Lee</b> | <b>Mills</b> | <b>Weatherbee</b> | <b>Wyche</b> |
|--|---------------|--------------|---------------|--------------|----------------------|------------|--------------|-------------------|--------------|
| <b>Comprehensive Plan Review</b>                         |               |              |               |              |                      |            |              |                   |              |
| <b>Ordinance Revisions</b>                               |               |              |               |              |                      |            |              |                   |              |
| <b>Executive</b><br>(Chair, Vice-Chair, Secretary)       |               |              |               |              |                      |            |              |                   |              |
| <b><u>Designees</u></b>                                  |               |              |               |              |                      |            |              |                   |              |
| <b>Environmental Commission</b>                          |               |              |               |              |                      |            |              |                   |              |
| <b>Transportation Commission</b>                         |               |              |               |              |                      |            |              |                   |              |
| <b>Zoning Board of Appeals</b><br>(Appointed by Council) |               |              |               |              |                      |            |              |                   |              |