

# MEMORANDUM



TO: Members of the Planning Commission  
FROM: Barbara McBeth, AICP, City Planner *Baugh*  
SUBJECT: Election of Officers and Appointments to Committees  
DATE: August 17, 2018

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The Planning Commission typically elects its Officers (Chairperson, Vice Chairperson and Secretary) soon after appointments of Commission members each July. Similarly, assignments to various Committees are made at this time.

This memo is being emailed to the members of the Commission to allow additional time for the Commission members to consider which Committee assignments are preferred, and to forward those requests to the City staff prior to the Planning Commission meeting scheduled to be held on July 11. This will allow time for staff to compile each member's preferences in the "selection form" for consideration by the Planning Commission as a whole at next week's meeting. A copy of the memo is also being provided in the regular Planning Commission packets for that meeting.

## **Officers**

Section 2.1 of the Planning Commission By-Laws and Rules of Procedure provides for the selection of officers (Chairperson, Vice Chairperson and Secretary). An excerpt is attached for reference. Please note, on the attached selection form, the officers are identified in the first column as the Administrative Liaison Committee.

## **Committees**

Planning Commission members serve on Committees for a term of one year, or until the next Committee appointments are made, as provided in Section 2.4 of the Planning Commission Rules.

Staff is anticipating that the City Council may request a change to the makeup of the Walkable Novi Committee in the coming months, reducing the number of Planning Commission members from 3 to 2. This Committee has typically served as both the Environmental Committee and the Walkable Novi Committee. Staff suggests that 2 members of the Committee be considered as regular members of the Walkable Novi Committee, and one Alternate member be available to assist in attendance at those meetings, as needed. The Environmental Committee would continue with all three members as regular members. If the City Council implements this change in the upcoming months, the transition will be simpler to implement at that time.

Commission members are asked to review and fill out the attached "Planning Commission Committees Selection Form" for preference of which Committees would best suit each person's interests and email the selections to my attention at [bmcbeth@cityofnovi.org](mailto:bmcbeth@cityofnovi.org). Staff will compile the selections and present an updated form at the Planning Commission meeting later this month. Updates have been included from those members who have responded to date.

# 2018-19 Planning Commission Committees SELECTION

Member	Adminis- trative Liaison		CIP & Budget & Planning Studies		Environ- mental and Walkable Novi		Implemen- tation		Master Plan & Zoning		Rules	
	2017-18	2018-19	2017-18	2018-19	2017-18	2018-19	2017-18	2018-19	2017-18	2018-19	2017-18	2018-19
<b>Anthony</b>					X		X		X			
<b>Avdoulos</b>					X				X		X	
<b>Greco</b>	Vice- Chair		A	A			X	X			X	X
<b>Vacancy</b>												
<b>Lynch</b>	Secre- tary		X						A			
<b>Maday</b>												
<b>Pehrson</b>	Chair						X		X		X	
	Required	Vacant	Required	Vacant	Required	Vacant	Required	Vacant	Required	Vacant	Required	Vacant
Committee Size	3	3	2 + A	2+A	3	3	3	3	3	3	3	3
Liaison	McBeth		McBeth		Komaragiri		McBeth		McBeth		Komaragiri	

KEY: X = Member; A = Alternate

Required: Committee size based on Planning Commission Rules

Vacant: Number of vacancies