



MEMORANDUM

TO: Members of the Planning Commission

FROM: Barbara McBeth, AICP, City Planner

SUBJECT: Election of Officers and Appointments to Committees

DATE: September 8, 2016

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. 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 will also be provided in the regular Planning Commission packets later this week.

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. Please note, we anticipate that the Capital Improvement Program Committee will be more active in the upcoming months, as the city undertakes an evaluation of projects that may be funded based on the recent passage of the Capital Improvement millage.

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. Staff will compile the selections and present an updated form at Wednesday's meeting.

Please feel free to contact me if there are any questions.

2016-17 Planning Commission Committees SELECTION

| Member | Adminis- trative Liaison | | CIP & Budget & Planning Studies | | Environ- mental and Walkable Novi | | Implemen- tation | | Master Plan & Zoning | | Rules | |
|-------------------|--------------------------------|---------|--|---------|--|---------|---------------------|---------|-------------------------|---------|------------|---------|
| | 2015-16 | 2016-17 | 2015-16 | 2016-17 | 2015-16 | 2016-17 | 2015-16 | 2016-17 | 2015-16 | 2016-17 | 2015-16 | 2016-17 |
| Anthony | | | | | | | X | | | | | |
| Baratta | | | | | X | | | | | | X | |
| Giacopetti | | | X | | X | | | | X | | | |
| Greco | Vice- Chair | | | | | | X | | | | X | |
| Lynch | Secre- tary | | X | | | | | | X | | | |
| Pehrson | Chair | | | | | | X | | X | | X | |
| Zuchlewski | | | A | | 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