



MEMORANDUM

TO: Members of the Planning Commission

FROM: Barbara McBeth, AICP, City Planner

SUBJECT: Election of Officers and Appointments to Committees

DATE: July 17, 2024

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 staff prior to the Planning Commission meeting scheduled to be held on July 24. 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 the July 24th meeting. A copy of the memo is also being provided in the regular Planning Commission packets for next week's 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). The updated By-Laws and Rules of Procedure 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 one change as a result of the City Council sunsetting the Walkable Novi Committee, and replacing it with the new Mobility Committee, studying not only sidewalks, but also roadways, public transit, and ADA compliance. The Committee will consist of 3 Council members, 2 Planning Commission members and 2 PRCS members. The first meeting is being held on Thursday, July 25, so staff will have more information to share about the Mobility Committee at the Commission meeting next week.

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 me at bmcbeth@cityofnovi.org. Staff will compile the selections and present an updated form at the Planning Commission meeting.

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