



MEMORANDUM

TO: Members of the Planning Commission

FROM: Barbara McBeth, AICP, City Planner

SUBJECT: Election of Officers and Appointments to Committees

DATE: July 21, 2017

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 had been 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 26. We did hear from one Commission member who stated his preferences as noted on the updated spreadsheet. If any other members would like to state preferences for Committee assignments prior to the meeting, please email me your requests. 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.

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.

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 the Planning Commission meeting for the meeting on July 26.

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

2017-18 Planning Commission Committees SELECTION

Member	Adminis- trative Liaison		CIP & Budget & Planning Studies		Environ- mental and Walkable Novi		Implemen- tation		Master Plan & Zoning		Rules	
	2016-17	2017-18	2016-17	2017-18	2016-17	2017-18	2016-17	2017-18	2016-17	2017-18	2016-17	2017-18
Anthony							X					
Avdoulos					X				X		X	
Giacopetti			X		X				X			
Greco	Vice- Chair						X				X	
Lynch	Secre- tary		X						A			
Pehrson	Chair						X		X		X	
Zuchlewski			A	R	X	R						
	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; R = Requested

Required: Committee size based on Planning Commission Rules

Vacant: Number of vacancies