



COUNTY ADMINISTRATOR
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TO: Jeff Irwin, Chair
Board of Commissioners

THROUGH: Robert E. Guenzel
County Administrator

FROM: Anthony VanDerworp, Director
Department of Planning and Environment

DATE: December 5, 2007

SUBJECT: Amending the Planning Advisory Board Bylaws

BOARD ACTION REQUESTED

It is requested that the Board of Commissioners approve the amended Bylaws for the Planning Advisory Board (PAB) to reflect a modification to PAB membership, as well as some clean-up language related to the timing of establishing the annual nominating committee, annual election of officers, regular agenda items and voting procedures.

BACKGROUND

The PAB was created by the Board of Commissioners on September 18, 2002 (Resolution 02-0175). Bylaws for the PAB were Approved by the Board of Commissioners on March 19, 2003 (Resolution 03-0055); and on April 7, 2004 (Resolution 04-0066) the Board of Commissioners approved Revised Bylaws for the PAB as it related to election of officers.

The PAB was established five years ago with an initial focus of creating *A Comprehensive Plan for Washtenaw County* ("*Comprehensive Plan*"). PAB membership was established to be reflective of various County Departments and outside agencies that could provide technical expertise related to specific elements within the Comprehensive Plan. The Comprehensive Plan was developed and subsequently adopted by the Board of Commissioners on September 22, 2004 (Resolution 04-0181) and has eleven elements of focus and one hundred and eighty plus recommendations. Additionally, the entire Comprehensive Plan is interspersed with regional efforts and one of the eleven elements is exclusively focused on Intergovernmental Cooperation and regional opportunities.

DISCUSSION

The Planning & Environment Department and its many stakeholder departments and outside agencies have been working on the implementation of many of the recommendations since the Comprehensive Plan's adoption. Through these ongoing implementation actions, the lack of local government input and representation has become a recurring theme. With that consideration, the PAB has been having ongoing dialogue on revising its membership to include more local government representation. At the PAB Retreat held on August 22, 2007

this ongoing conversation led to the PAB's decision to revise its membership to include representation from the five local Regional Groups (Chelsea Area Planning Team/Dexter Area Regional Team, Milan Organizational Region for Excellence, Saline Sustainability Circle, Southwest Washtenaw Council of Governments, and Washtenaw Metro Alliance) and related agency representation (economic development, transportation and community development/urban county). This action was taken as a way to ensure local government and related agency membership and opportunities for broader community participation as it relates to the implementation of the comprehensive plan.

The PAB unanimously voted to amend their Bylaws to reflect these changes at its November 26, 2007 meeting. The amended bylaws and draft resolution are attached as part of this memorandum.

IMPACT ON PERSONNEL

No impacts are indicated for this resolution

IMPACT ON BUDGET

A very slight increase in Per Diem expense (\$300/year maximum) for the one additional Planning Advisory Board member is expected to impact the Department of Planning and Environment's general fund budget.

IMPACT ON INDIRECT COSTS

There will be no impact on indirect costs.

IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES

This project will provide a strong foundation for local government and regional partnerships and participation of Comprehensive Plan implementation actions.

CONFORMITY TO COUNTY POLICIES

This action is in conformance with County policies.

ATTACHMENTS

- Amended Bylaws
- Resolution

A RESOLUTION ADOPTING THE REVISED BYLAWS FOR THE WASHTENAW COUNTY
PLANNING ADVISORY BOARD

WASHTENAW COUNTY BOARD OF COMMISSIONERS

December 5, 2007

WHEREAS, on August 7, 2002 (resolution 02-0143) the Washtenaw County Board of Commissioners created an Ad Hoc Committee to recommend the charge and makeup of the Washtenaw County Planning Advisory Board; and

WHEREAS, on September 18, 2002 (resolution 02-0175) the Washtenaw County Board of Commissioners created the Washtenaw County Planning Advisory Board;

WHEREAS, the Board of Commissioners approved the Washtenaw County Planning Advisory Board Bylaws on March 19, 2003 (resolution 03-0055); and

WHEREAS, the Board of Commissioners approved the Washtenaw County Planning Advisory Board Revised Bylaws on April 7, 2004 (resolution 04-0066) to reflect changes to election of officers; and

WHEREAS, the Washtenaw County Planning Advisory Board, in its work to implement "A *Comprehensive Plan for Washtenaw County*," has recognized the value of adding representation from the local government regional planning groups and related agencies to its membership; and

WHEREAS, the Washtenaw County Planning Advisory Board voted unanimously at their November 26, 2007 Board meeting to amend its bylaws to expand its existing board to 14 members (from the current 13 members) and revise the membership as follows:

- 3 Washtenaw County Board of Commissioners 2 years/concurrent with terms of office
- Economic Development representative 1 year
- Transportation representative 1 year
- Community Development/Urban County representative 1 year
- Chelsea Area Planning Team/Dexter Area Regional Group representative 1 year
- Milan Organizational Region for Excellence Regional Group representative 1 year
- Saline Sustainability Circle Regional Group representative 1 year
- Southwest Washtenaw Council of Government Regional Group representative 1 year
- Washtenaw Metro Alliance Regional Group representative 1 year
- 3 At-large (Public) 3 years

Ex-Officio Members (without vote):

County Drain Commissioner

Board of Public Works representative

Parks and Recreation Commission Representative

Workforce Development Board Representative

WHEREAS, that the members of the Washtenaw County Planning Advisory Board shall serve staggered terms as follows:

- The 3 Commissioner representatives shall only serve during their time as County Commissioners. The current appointees shall continue serving from the time appointed until the end of their current term. The Board of Commissioners shall reappoint these positions, which shall then run for two year periods, coinciding with the Commissioners' term of office. These appointments are to be made by the Chair of the Board with the advice and consent of the Board of Commissioners.
- The representative from Economic Development, Transportation, Community Development/Urban County, the Chelsea Area Planning Team/Dexter Area Regional Team Regional Group, the Milan Organizational Region for Excellence Regional Group, the Saline Sustainability Circle Regional Group, the Southwest Washtenaw Council of Government Regional Group, and the Washtenaw Metro Alliance Regional Group representatives shall serve his/her respective initial term until the end of 2008. Reappointments of these representatives shall then be on an annual basis. Each of these representatives shall be members of the entity making the selection and shall be nominated by his/her respective body with such nomination confirmed by the Board of Commissioners.
- The three at-large citizens shall serve as follows: One of the positions shall serve their initial term from the time of appointment until the end of 2008. One of the positions shall serve their initial term from the time of appointment until the end of 2009. The remaining position shall serve their initial terms from the time of appointment until the end of 2010. After serving the initial term, each position shall be appointed for a three (3) years period. These appointments are to be made by the Chair of the Board with the advice and consent of the Board of Commissioners.

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby accepts the amended bylaws of the Planning Advisory Board as attached hereto and made apart hereof