



## COUNCIL ACTION SUMMARY SHEET

**MEETING DATE:** January 12, 2026

**TOPIC:** Planning Commission Board Appointment

### BACKGROUND BRIEF:

The Planning Commission consists of nine members: the Village President, a Village Council member, the Village's Administrative Official, and six "Other Persons" who represent various professions or occupations. These six members are appointed by the Village President, subject to approval by a majority of the Village Council. Appointed members cannot hold another Village office, except for one member who may also serve on the Board of Zoning Appeals. Due to a long-standing vacancy in one of the "Other Persons" positions, the Planning Commission has not consistently operated with its full complement of members.

The term for the "Other Persons" is three years or until a successor is appointed. Terms begin on May 1 (or upon appointment) and are staggered, with approximately one-third of the terms expiring each year on April 30.

According to the Bylaws and Rules of Procedure, the Planning Commission shall elect its officers (Chairperson, Vice Chairperson, and Secretary) from among its members. The Commission may also create and fill other offices as deemed necessary. An ex-officio member of the Commission is not eligible to serve as Chairperson. The term of each officer shall be one year, with opportunity for reelection. Officers are elected at the first regular meeting in May and shall serve until their successors are elected and assume office.

### SUMMARY OF PREVIOUS COUNCIL ACTION:

None.

### FINANCIAL IMPACT:

### RECOMMENDED MOTION:

To appoint Matt Craig as a Commissioner to serve on the Village of Lake Orion Planning Commission, with a term to expire on April 30, 2026.