

**BOARD OF TRUSTEES  
PLANNING COMMISSION  
ZONING BOARD OF APPEALS  
CHARTER TOWNSHIP OF WATERFORD  
TUESDAY, January 11, 2022**

**MINUTES  
MAIN FLOOR AUDITORIUM  
4:00 P.M.**

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**Annual Joint Meeting of the Board of Trustees, Planning Commission and Zoning Board of Appeals**

1) Call the Meeting to Order

Supervisor Wall called the meeting to order at 4:05pm

2) Roll Call

Present: Gary Wall, Supervisor  
Kim Markee, Clerk  
Steven Thomas, Treasurer  
Janet Matsura, Trustee  
Mark Monohon, Trustee  
Colleen Murphy, Planning Board Commissioner  
Matt Ray, Planning Board Secretary  
Tony Bartolotta, Planning Board Commissioner & Township Trustee  
Art Frasca, Planning Board Commissioner & Zoning Board of Appeals Board Member  
Scott Sintkowski, Planning Board Commissioner  
Dave Kramer, Planning Board Commissioner  
David Zuehlke, Zoning Board of Appeals Chairman  
Todd Bonivier, Zoning Board of Appeals Secretary  
Rick Schneider, Zoning Board of Appeals Board Member

Absent: Marie Hauswirth, Trustee  
Stan Moore, Zoning Board of Appeals Vice Chairman  
Todd Hoffman, Zoning Board of Appeals Board Member

Also Present: Jeffrey Polkowski, Superintendent/ Planning  
Stacy St. James, Environmental & Housing Rehabilitation Coordinator  
Shelly Schloss, Executive Secretary

Public Present: None

3) Approve the Agenda of the January 11, 2022, meeting of the Board of Trustees, Planning Commission, and Zoning Board of Appeals as printed.

**MOTION AND VOTE**

*Moved by Thomas*

*Supported by Bartolotta: Resolved to **Approve** the January 11, 2022, meeting of the Board of Trustees, Planning Commission, and Zoning Board of Appeals Agenda*

**MOTION CARRIED UNANIMOUSLY  
(14-0)**

4) Approve the Minutes of the March 19, 2019, joint meeting of the Board of Trustees and Zoning Board of Appeals as printed.

**MOTION AND VOTE**

*Moved by Bartolotta*

*Supported by Markee: Resolved to **Approve** the Minutes of the March 19, 2019, joint meeting of the Board of Trustees and Zoning Board of Appeals*

**MOTION CARRIED UNANIMOUSLY  
(14-0)**

- 5) Approve the Minutes of the March 26, 2019, joint meeting of the Board of Trustees and Planning Commission as printed.

**MOTION AND VOTE**

*Moved by Bartalotta*

*Supported by Thomas: Resolved to **Approve** the Minutes of the March 26, 2019, joint meeting of the Board of Trustees and Zoning Board of Appeals*

**MOTION CARRIED UNANIMOUSLY  
(14-0)**

- 6) Retirement of Sandy Werth from the Planning Commission

**Supervisor Wall** announced the retirement of Sandy Werth from the Planning Commission Board after many years of service.

**Mr. Polkowski** asked if we should do something to commemorate the 30 plus years of service.

**Mr. Bartalotta** suggested getting a plaque made to recognize Ms. Werth's service.

**Supervisor Wall** will ask his Secretary to get flowers and a plaque and to determine if the plaque can be ready to present at the February 14, 2022 Waterford Township Board Meeting.

Discussion about displaying a plaque to recognize board members who have served in Town Hall as well.

- 7) Operations and general housekeeping

**Mr. Polkowski** shared a draft of the Planning Commission annual report that will be presented at the February 14, 2022 Township Board Meeting. The work has doubled in the department due to RRC requirements and a decrease in denied applications; they are considering Ordinance amendments to try to accommodate reasonable applications rather than denying applications. As a result, the Planning & Zoning Division has experienced more development in the last year than previous 20 years.

- 8) Proposed changes to Major Site Plan Review

**Mr. Polkowski** proposed streamlining the processes for Planning and Zoning as some uses do not need to be brought in front of the Planning Commission for a vote and could rather be Consent Agenda item, as long as the project meets all of the site development standards. Major site plan review by the Planning Commission during public hearings does not seem necessary when it can be brought to the Planning Commission on the Consent Agenda and avoid inconsistencies in how projects are reviewed. This would leave items such as Rezoning, Zoning Ordinance Amendments and Special Use Approvals for review at public hearings. Mr. Polkowski will recommend to the Planning Committee at a future meeting an ordinance amendment removing Major Site Plan review from the public hearing and adding it to the Consent Agenda. Having Major Site Plan review a Consent Agenda item is an RRC guideline and will make Waterford more development friendly.

- 9) Training opportunities

Training for Planning has not been consistent for Board of Trustees, Planning Commission or Zoning Board of Appeals. Mr. Polkowski inquired about what training the members would be interested in attending. Michigan Association of Planners offers training for Planning Commissioners and Zoning Board of Appeals members and would be available to all members should they be interested, there is a budget for training.

**Commissioner Murphy** stated that training provided by Oakland County for the "One Stop Ready" program seemed to assume that the trainees had a higher level of knowledge than many had.

**Supervisor Wall** stated that Waterford was the first "One Stop Ready" program participant in Oakland County and that the program was very beneficial to progress of development.

**Commissioner Frasca** suggested mentoring for new board members by seasoned members.

**Commissioner Bartalotta** was agreeable to all board members attending training, starting at the basics.

**Mr. Polkowski** suggested all members start with the basic level of training at this time. At next year's Joint Meeting of the Board of Trustees, Planning Commission and Zoning Board of Appeals meeting there can be discussion of what training is necessary for each member moving forward. There will also be a New Member Orientation packet available for new members.

Discussion occurred about availability of group training to occur at Town Hall.

10) Attendance

**Mr. Polkowski** reminded all members that there are attendance requirements for these Commissions. All members were asked to inform the Commissions that they serve if they are going to be absent. There are stipulations in the bylaws for attendance and missing too many meetings can result in not being re-appointed to the Commission.

**Supervisor Wall** stated that individuals coming before the Planning Commission and Zoning Board of Appeals are paying a fee to appear and deserve to have a full board to review their project. The Commissions are designed to have an odd number of Commissioners so that there does not result in a tie vote.

11) RRC Certification progress

RRC (Redevelopment Ready Community) is a MEDC (Michigan Economic Development Corporation) program that does fast track to re-development and how to be the most re-development friendly community possible in the state of Michigan. Once certified, RRC offers money for technical assistance, training and marketing of certain projects. There are benefits such as consultants doing work for the department, such as professional architects offering free services to local businesses. We have 10 remaining guidelines to complete to become certified, currently working on completing four (4) guidelines:

- Adoption of a new Master Plan with a downtown corridor and an economic development strategy.
- A Zoning Ordinance that allows for concentrated development, housing diversity and mixed-use.
- Incentives for economic development and policy.
- Training strategy for Commission members

In addition, other guidelines to achieve: a capital improvement plan and a marketing plan & strategy. This is possible to be accomplished in approximately 2 years.

12) 2043 Master Plan

RFP for Master Plan has received six responses and have conducted interviews. The Township provided a budget of \$50,000 and RRC has contributed \$30,000, at Mr. Polkowski's request, with the stipulation that the Master Plan would include a downtown corridor and economic development strategy. Houseal Lavigne has agreed to a budget of \$80,000 and a contract will be reviewed by the Board of Trustees, Planning Commission and Zoning Board of Appeals.

**Commissioner Zuehlke** stated issues that he perceived with the previous Master Plan.

**Mr. Polkowski** suggested that those issues could be remedied with a Zoning Ordinance amendment. He would like to evaluate if the current Zoning Ordinance is operating well if there are frequent requests of the same nature. These are issues that the staff could evaluate and would not be necessary to have a consultant review.

Discussion about the other applicants, all applicants were based out of Michigan. The firm selected has an engineering office locally (DLZ Engineering) and will be employing people who live and work in Waterford.

Discussion about the potential locations for a Downtown development and that re-zoning would encourage that development.

13) All Else

No other business was brought forward.

14) Adjourn the Meeting

**Supervisor Wall** adjourned the meeting at 5:11 pm

Members of the public will only be able to speak during the during the public comment period at the end each public comment agenda item and such comments will be limited to three minutes per person. To provide for orderly public participation, a person wishing to speak must first state their name and request to be recognized by the Chairperson of the meeting. The Chairperson will recognize all persons wishing to speak during the public comment period. Prior to the meeting, members of the public may contact the members of the Planning Division to provide input or ask questions by email or mail to the Township employee/official and at the addresses listed below. Persons with disabilities in need of accommodations to be able to participate in the meeting should provide at least 24-hour advance notice to the listed Township employee by phone, email, or mail and an attempt will be made to provide reasonable accommodations.

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