

Springfield Township  
Planning Commission Meeting  
Minutes October 16, 2018

Call to Order: Chairperson Baker called the October 16, 2018 Business Meeting of the Springfield Township Planning Commission to order at 7:30 p.m. at the Springfield Township Civic Center, 12000 Davisburg Road, Davisburg, MI 48350.

Attendance:

Commissioners Present:

Commissioners Absent

Dean Baker  
Ruth Ann Hines  
Dave Hopper  
George Mansour  
Jason Pliska  
Kevin Sclesky  
Linda Whiting

Consultants Present

Richard Carlisle, Carlisle Wortman, Associates

Staff Present

Collin Walls, Supervisor  
Erin Mattice, Planning Administrator

Approval of Agenda:

**Commissioner Sclesky moved to approve the agenda as presented. Supported by Commissioner Whiting. Voted yes: Baker, Hines, Hopper, Mansour, Pliska, Sclesky, Whiting. Voted no: None. Absent: None. Motion Carried.**

Public Comment:

None

Consent Agenda:

**1. Minutes of the September 18, 2018 meeting**

**Commissioner Hopper moved to approve the minutes of the September 18, 2018 meeting as amended, changing “H” to “He” on page 2, changing “wasn’t” to “weren’t” on page 3 and change “share” to “shared” on page 5. Supported by Commissioner Pliska. Voted yes: Baker, Hines, Hopper, Mansour, Pliska, Sclesky, Whiting. Voted no: None. Absent: None. Motion Carried.**

Public Hearing:

None

New Business:

**1. Ordinance Amendment – Section 40-136 Site Plan Review Discussion**

Mr. Carlisle reviewed and explained the draft ordinance amendment to Section 40-136 Site Plan Review that was provided to the Commissioners.

Chairperson Baker commented that he likes the concept and this amendment would allow better prepared plans to be presented to the Commission. Many items would be worked on before they convened as a Commission and reviewed the plan. He is fine with the pre-application meeting. He reviewed the requirements for the preliminary plan review.

Mr. Carlisle reviewed the circumstances that require preliminary site plan review. This is called Concept Plan Review in the current ordinance.

Supervisor Walls confirmed that preliminary site plan review is identical to Conceptual Site Plan Review.

Chairperson Baker commented on Technical Review and Final Site Plan. He asked if the Commission would still see a lighting plan.

Mr. Carlisle replied yes; whatever the Commission is currently getting, they will continue to get except for all the engineering detail. The Commission will still get a grading plan and the Engineer's review of drainage calculations, but the Commission will no longer see storm sewer profiles and detail sheet of catch basins, etc. This information will be reviewed at a construction review stage. If there are substantive changes that occur at that point that are not a part of the approved site plan, the applicant will have to come back before the Commission. The purpose of this is to allow the Planning Commission to concentrate on items to review that are most important in representing the community, how the site plan looks and how it functions.

Commissioner Whiting stated that she likes the idea. She thinks it will simplify the process and give the applicant more information up front. Her concern is the engineering plans because she remembers plans in the past in which if they could not get engineering details resolved, the plan would not have gone forward. She thinks if there is some engineering before the last engineering step, she is good with the amendments.

Supervisor Walls stated that the biggest difference is before the applicant would choose to come before the Planning Commission, but now in this draft, staff will decide, as part of the Pre-Application Meeting, if the plan is administratively ready to move to the Commission or not. The Planning Commission can now do their planning job with the complete plans.

Mr. Carlisle replied that sometimes, after an applicant gets a review from them and is scheduled for a meeting, the applicant starts to call them wanting clarifications about the review. This amendment requires a face-to-face meeting prior to any item being placed on an agenda. All the technical information should be resolved prior to the meeting.

Commissioner Hines asked if there would be a second consultant letter provided.

Mr. Carlisle replied yes, because the plan would have to be resubmitted if there are errors. If there are minor issues the applicant will resolve them and the Commission would know it was resolved.

Commissioner Hines asked what would be the job of the Planning Commission?

Supervisor Walls stated they are responsible for all the discretionary decisions that the Commission has within the ordinance to make.

Commissioner Mansour commented that there are still items that are going to be up to the Planning Commission.

Mr. Carlisle stated that the amendments were not designed to compromise either discretion or decision-making ability of the Planning Commission, it is designed to give the Commission a more complete site plan for their consideration.

Commissioner Baker commented that the Commission will still have discretionary decisions to make.

Mr. Carlisle concurred.

Commissioner Sclesky commented that as they look back, it was easy to tell which applicants had the administrative meetings before submitting a plan because the narrative was clean and there wasn't a multitude of concerns by the Planner and Engineer. The Commission can concentrate on what is necessary as a planning body.

Commissioner Mansour agreed.

Supervisor Walls stated that the amendments will help the Commission make decisions especially when presented with plans that clearly do not meet the criteria and be able to deliver a motion to table or deny. This never happens as the Commission ends up spending a considerable amount of time on things that this will take care of in advance.

Commissioner Hopper commented that he is in favor of the amendment. He noticed that there are a couple numbers on a couple of pages that reference the wrong section.

Supervisor Walls answered that these might be the same ones that Randy Ford commented on.

Mr. Carlisle answered that he received Randy Ford's email with suggested edits.

Supervisor Walls suggested that Commissioner Hopper still send his edits to Doug Lewan.

Commissioner Hopper replied there were only a couple. There was one on page 11, the 40-136(g)(2)(c) should be 40-136(g)(3). Under Final Engineering, on page 14, 40-136(h)(2)(b)(4) this references back to Board Review and he thinks this should be referenced with a different number. He likes the way it flows, and he thinks it will help the site plan review process. He wants to make sure that the Planning Commission continues to have input. There is still a lot of latitude in the ordinance that makes the Planning Commission a planning body.

Commissioner Hines commented that she thought it was excellent. It appears easier to read and follow for the applicants. The staff review is a good addition. She asked for an example of a site plan that would not require Preliminary Site Plan review.

Ms. Mattice offered that the site plan proposal for the old Kroger fuel site that the planning staff has received would not need go in front of the Commission for preliminary site plan review because it is a use by right and does not exceed the requirements for building size or site size.

**Commissioner Hines moved to schedule a Public Hearing for ordinance amendments to Section 40-136 Site Plan Review at the next convenient meeting schedule. Supported by Commissioner Mansour. Voted yes: Baker, Hines, Hopper, Mansour, Pliska, Sclesky, Whiting. Voted no: None. Absent: None. Motion Carried.**

Other Business:

**1. Priority Task List**

Commissioners reviewed and made changes to the Priority Task List. Supervisor Walls suggested that determining agenda items for the Joint PC/TB meeting to be held in January 2019 should be a topic on the next agenda.

Public Comment:

None

Adjournment:

**Commissioner Whiting moved to adjourn the meeting at 8:26 p.m. Supported by Commissioner Mansour. Voted yes: Baker, Hines, Hopper, Mansour, Pliska, Sclesky, Whiting. Voted no: None. Absent: None. Motion Carried.**

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Erin A. Mattice, Recording Secretary