

**BOARD OF TRUSTEES**  
Gary Wall, Supervisor  
Kim Markee, Clerk  
Steven Thomas, Treasurer  
Anthony M. Bartolotta, Trustee  
Marie Hauswirth, Trustee  
Janet L. Matsura, Trustee  
Mark Monohon, Trustee



5200 Civic Center Drive  
Waterford, Michigan 48329-3773  
Telephone: (248) 674-6238 Fax: (248) 674-4097  
www.waterfordmi.gov

**DEVELOPMENT SERVICES  
DEPARTMENT**

Jeffrey M. Polkowski, AICP  
Superintendent of Planning &  
Zoning Division

Dave Hills  
Superintendent of Building  
Division

## **MEMORANDUM**

Date: December 29, 2021

To: Honorable Charter Township of Waterford Board of Trustees

From: Jeffrey M. Polkowski, Superintendent of Planning and Zoning

RE: 2043 Master Plan

---

The presently adopted Master Plan is set to expire in 2023. Therefore, the Township has sought proposals from qualified firms to produce a new Master Plan with a new community vision, as well as identify goals and objectives with an emphasis on an economic development strategy. The updated Master Plan will provide a roadmap for the next 20 years, serving as a policy guide for growth and development. With limited opportunities for infill, the Township needs to clearly define where continued housing and economic growth should be located and where to direct future investment.

After reviewing the proposals and selecting two of the companies to interview, I would like to recommend that the Board approve Houseal Lavigne, with DLZ acting as a sub consultant, as the vendor for the 2043 Master Plan. They responded to our Request For Proposals with a quote that both meets our anticipated budget and address all of our goals and objectives.

Currently the Township is in the process of becoming a Redevelopment Ready Community through the Michigan Economic Development Corporation. As part of that certification process the Township seeks to incorporate an RRC-compliant Master Plan with an economic development strategy as a major component to that Plan. Because this plan is in line with RRC goals, the Michigan Economic Development Corporation has committed to allocating a \$30,000 match to the Township's new Master Plan. This was project has been anticipated since 2020 and is in the 2022 budget for \$50,000.

### **Township Board Requested Action:**

- 1. Approve Houseal Lavigne, with DLZ acting as a sub consultant, as the vendor for the 2043 Master Plan for the amount of \$80,000.**
- 2. Accept the Michigan Economic Development Corporation matching amount of \$30,000 as increase to revenue to account number 24601-58200.**
- 3. Approve an increase of \$30,000 to expense account number 24690-84500 for the 2043 Master Plan, for a total of \$80,000 for the project.**

*With us there are no  
boundaries*