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

I. Call the Meeting to Order

**Supervisor Bartolotta** called the meeting to order at 6:00 pm

II. Roll Call

Present: Anthony Bartolotta, Supervisor  
Kim Markee, Clerk  
Gary Wall, Trustee & Planning Commission Member  
Marie Hauswirth, Trustee  
Jeff Gilbert, Trustee  
Sam Harris, Trustee  
Matt Ray, Planning Commission Chair  
Dave Kramer, Planning Commission Secretary  
Steve Printz, Planning Commission Member  
Grant Smith, Planning Commission Member  
Art Frasca, Planning Commission & Zoning Board of Appeals Member  
Todd Hoffman, Zoning Board of Appeals Vice Chair  
Rick Schneider, Zoning Board of Appeals Member  
Sue Camilleri, Zoning Board of Appeals Member  
Ron Ressler, Zoning Board of Appeals Member  
Tyler Soncrainte, Zoning Board of Appeals alternate

Absent: Steven Thomas, Treasurer  
Scott Sintkowski, Planning Commission Vice Chair  
Stan Moore, Zoning Board of Appeals Chair  
Tammy Felhandler, Zoning Board of Appeals alternate

Also Present: Jeffrey Polkowski, Superintendent/Planning  
Scott Alef, CDBG Coordinator  
Lisa Kane, Recording Secretary  
Justin Daymon, Zoning Administrator  
Stacy St. James, Environmental Coordinator  
Janine Tremonti, Administrative Specialist

Public Present: Approximately 8 members of the public

III. Approve the Agenda of the April 7, 2025, regular meeting of the Board of Trustees, Planning Commission, and Zoning Board of Appeals as printed.

## **MOTION AND VOTE**

*Moved by Wall*

*Supported by Hauswirth: Resolved to Approve the April 7, 2025, meeting of the Board of Trustees, Planning Commission, and Zoning Board of Appeals as printed.*

**MOTION CARRIED UNANIMOUSLY**

**(6 - 0)**

- IV. Approve the Minutes of the March 5, 2024, regular meeting of the Board of Trustees, Planning Commission, and Zoning Board of Appeals as printed

## **MOTION AND VOTE**

*Moved by Wall*

*Supported by Markee: Resolved to Approve the March 5, 2024, joint meeting of the Board of Trustees, Planning Commission, and Zoning Board of Appeals as printed.*

**MOTION CARRIED UNANIMOUSLY**

**(6 - 0)**

- V. Planning Commission 2024 Annual Report presentation

**Mr. Alef** presented the Planning Commission 2024 Annual Report which is required by the Michigan Planning Enabling Act. A summary of activities and actions from the past year and recommendations for future activities and changes including board membership, public participation, Master Plan adoption, Zoning Ordinance text amendments, Zoning Map amendments, Special Approval reviews, development reviews and business registrations were presented. Variances are handled by the Zoning Board of Appeal, however they do have a direct impact in the activities that the Planning Commission conducts. Actions, such as the moratorium on Vape and Smoke Shops, by the legislative body effects community development were discussed. Training for staff, Planning Commissioners and Zoning Board of Appeals members to make our operations more efficient were discussed. Mr. Alef also presented the Community Development Block Grant report for funding through CARES Program and CDBG activities.

**Ms. Camilleri** of the Zoning Board of Appeals, inquired about the progress of the 6 month moratorium for Vape and Smoke Shops.

**Director Polkowski** stated that there is approximately 2 months remaining of the moratorium. They intend to extend the moratorium for another 6 months in order to continue working with the Township's attorney to update the Zoning Ordinance.

**Clerk Markee** inquired about Special Approval for keeping chickens.

**Director Polkowski** stated that there has been an uptick in applications for Special Approval to keep small, domestic livestock, including chickens, in residential zoning lots of less than 5 acres. The Planning Commission decided against recommending a moratorium on applications but the Township Board of Trustees will get an opportunity to vote on that at their next meeting. The Planning Commission would prefer to allow Special Approval applications to be submitted while working on drafting an amendment for licensing, rather than a moratorium.

**Trustee Harris** inquired about the ordinance on keeping chickens.

**Director Polkowski** stated the ordinance requirements for keeping chickens as a use by right and the process of applying for Special Approval by the Planning Commission.

**Director Polkowski** stated that we are seeing an increase in development and that is a direct reflection of the Township Board of Trustees, Planning Commission and Zoning Board of Appeals ability to work together to encourage economic development.

**Supervisor Bartolotta** encouraged the members of the Planning Commission and Zoning Board of Appeals to take advantage of the training that is available.

**Director Polkowski** cited training available for the members of both the Planning Commission and Zoning Board of Appeals.

VI. Discussions

None

VII. Public Comment

**Supervisor Bartolotta** opened public comment at 6:28 p.m.

**Robin McGregor** of 2629 Caterham inquired about the OCC property off of Cooley Lake Road zoning designation in the Master Plan.

**Director Polkowski** clarified there is no zoning designations in the Master Plan, but rather long-term future land use visions.

**Director Polkowski** stated that the bond proposal for purchasing the OCC property had not occurred in time for the consultants to re-analyze the zoning designation for the land use map before presenting the Master Plan for adoption. The budget did not allow for the consultant's time to do so either. It was discussed at several public meetings to highlight that entire area as Planned Unit Development as it was a significant subarea development proposal than what time and budget allowed for. It was proposed that the neighboring land uses would absorb what was there and the entire OCC area would be designated as Planned Unit Development for a different type of use that doesn't specify existing surrounding land uses.

**Supervisor Bartolotta** closed public comment at 6:32 p.m.

VIII. All Else

None

IX. Adjourn the Meeting

**MOTION AND VOTE**

*Moved by Harris*

*Supported by Wall: Resolved to adjourn the meeting at 6:32 p.m.*

**MOTION CARRIED UNANIMOUSLY**

**(6 - 0)**

**Participation Guidelines:**

Members of the public will only be able to speak during the public comment period(s) provided during the meeting, unless otherwise permitted by the Chairperson. Public comments will be limited to three minutes per speaker. To provide for orderly public participation, a person wishing to speak must first state their name and address then 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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