

Springfield Township  
Planning Commission Meeting  
Minutes February 23, 2021

Call to Order: Chairperson Baker called the February 23, 2021 Business Meeting of the Springfield Township Planning Commission to order at 7:00 p.m. via Video/phone conference at 12000 Davisburg Road, Davisburg, 48350.

Attendance:

Commissioners Present:

Dean Baker (remote, Hawaii)  
Ruth Ann Hines (remote, Springfield Township, MI)  
Dave Hopper (remote, Springfield Township, MI)  
George Mansour (remote, Springfield Township, MI)  
Jamie Costigan (remote, Springfield Township, MI)  
Terry Rusnell (remote, Springfield Township, MI)  
Kevin Sclesky (remote, Springfield Township, MI)

Commissioners Absent:

None

Consultants Present

Sally Elmiger, Carlisle Wortman, Associates

Staff Present

Laura Moreau, Supervisor  
Sean Miller, Clerk  
Erin Mattice, Planning Administrator

Approval of Agenda:

**Commissioner Sclesky moved to approve the agenda as presented. Supported by Commissioner Hopper. Roll Call Vote: Voted yes: Baker, Costigan, Hines, Hopper, Mansour, Rusnell, Sclesky. Voted no: None. Absent: None. Motion Carried.**

Public Comment:

None

Consent Agenda:

- 1. Minutes of the December 15, 2020 Regular Planning Commission meeting**

**Commissioner Hines moved to approve the minutes of the December 15, 2020 Regular Planning Commission meeting as presented. Supported by Commissioner Mansour. Roll Call Vote: Voted yes: Baker, Costigan, Hines, Hopper, Mansour, Rusnell, Sclesky. Voted no: None. Absent: None. Motion Carried.**

Public Hearing:

None

New Business:

**1. Master Plan Update - Discussion**

Ms. Sally Elmiger introduced herself to the Commissioners. She summarized the Master Plan update process and timeline as presented in her memo and outline dated February 11, 2021.

Chairperson Baker asked if they would set the scope of the review at the first joint meeting between the Planning Commission and Township Board.

Ms. Elmiger stated that she will be providing the Township Board with a draft proposal and recommendations at their next meeting. The Township Board will have to review and approve the proposed budget.

Supervisor Moreau added that it has been a number of years since the Township did a comprehensive update to the Master Plan. The Board's assumption would be that this is a full update of the Master Plan including the public input component. They will include items like the Strategic Plan and changes to the Dixie Corridor. Ms. Elmiger will guide them in areas that definitely need updating. The joint meeting would be a good time to identify areas that need attention.

Ms. Elmiger commented that she will work with the Supervisor to come up with a date.

Commissioner Hines asked if the Township Board has identified a contact person.

Ms. Elmiger answered no. Typically it is a staff person whose role is a fact checker. This is a contact person to review items before they go to the Commission for their review.

Commissioner Sclesky asked if there was an estimate as to when they will be able to get the public together for a sit-down input session.

Ms. Elmiger commented that this is dependent on a lot of factors including what the Health Department says they can do. They are also working under the Open Meetings Act. She added that even if they start the process, there isn't a timeline by which the public input has to take place in.

Chairperson Baker confirmed that even though there is a set date by which they need to review it periodically, there is not time limit as to how long it can take to update once they begin the process.

Commissioner Sclesky asked if Ms. Elmiger had been involved in Master Plan updates in other communities during COVID-19.

Ms. Elmiger answered she has and she outlined her work in other communities.

Old Business:

None

Other Business:

### **1. Sample Motions – Discussion**

Ms. Sally Elmiger reviewed sample motion templates provided to the Commissioners.

Adjournment:

**Commissioner Hines moved to adjourn the meeting at 7:37 p.m. Supported by Commissioner Mansour. Roll Call Vote: Voted yes: Baker, Costigan, Hines, Hopper, Mansour, Rusnell, Sclesky. Voted no: None. Absent: None. Motion Carried.**

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Erin A. Mattice, Recording Secretary