

Billings Township Planning Commission
Monday, June 22, 2026
"Special Meeting"
Agenda

1. CALL TO ORDER – Pledge of Allegiance

2. AGENDA – Approval

3. MINUTES – Approval

4. PUBLIC COMMENTS

5. COMMUNICATIONS

6. OLD BUSINESS
 - Final details regarding distribution of the Master Plan survey

 - Planning Commission bylaws & recommendations to the Township Board

 - Discussion of Zoning Administrator, Planning and Zoning Appeal structure

 - Next steps for the Master Plan and Zoning Ordinance

7. NEW BUSINESS

Adjourn

Next Meeting:
July 14, 2026

Billings Township Planning Commission
Thursday, May 12, 2026
Meeting Minutes

The meeting was called to order at 6:07pm by Linda McSweyn.

Pledge of Allegiance was recited.

Board Members Present: Christine Bloom, Linda McSweyn and Bridgett Petsnick

Board Members Absent: Greg Bates, Robin Laske

Guests Present: Cindy Dodge and Mike Budry

Agenda: Linda McSweyn requested to add discussion regarding replacing Robin Laske on the Planning Commission Board.

A motion was made by Bridgett 1st and by Christine Bloom 2nd to add the discussion of replacing Robin Laske on the Planning Commission Board. Motion carried unanimously.

A motion to approve the agenda as amended was made by Bridgett and 2nd by Linda. Motion carried.

Meeting Minutes: The meeting minutes were approved by Christine Bloom 1st and by Linda McSweyn 2nd. Motion carried unanimously.

Public Comments: none

NEW business or Communications:

Greg Bates plans to return in October 2026.

Cindy Dodge discussed the ordinance previously believed to be located; however, it was determined to be an incorrect copy. Since the new ordinance reducing the Planning Commission to a five-member board has now been approved, the Planning Commission may establish its own bylaws.

Cindy suggested the Planning Commission begin moving forward with adopting bylaws using sample bylaws available through the Michigan Township Association (MTA) website. Cindy will provide sample bylaws from MTA to Bridgett Petsnick for review and discussion at the next meeting.

The new ordinance must be published within 30 days. However, clarification is still needed regarding the Township Board's decision concerning Section 12 and the Capital Improvement Plan language. Since both options were not formally approved, publication cannot proceed until clarification is received to ensure the ordinance accurately reflects the Township Board's intent.

Cindy Dodge stated that the Township Board may have greater expertise regarding the Section 12 decision. Linda McSweyn and Christine Bloom will contact Tim and the full Township Board requesting clarification and asking that the matter be placed back on the agenda. The Planning Commission noted that while the Township Board approved reducing the Planning Commission to five members, additional clarification regarding Section 12 is still required before publication can occur.

The Planning Commission also requested that Planning Commission minutes be included under Board Reports so communication may move forward more efficiently.

The Planning Commission reported it is currently working on bylaws and plans to present draft bylaws at the July 14, 2026 meeting.

Discussion was also held regarding the process for removing Robin Laske from the Planning Commission Board. Cindy Dodge explained that removal for nonfeasance would require a public hearing by the Township Board. Robin Laske would need to be notified and would have the opportunity to attend the hearing and respond if she wishes to remain on the committee.

Linda McSweyn will verify when Robin Laske's term expires. If her term has already expired, the Township Board may simply fill the vacancy without conducting a public hearing.

Old Business:

Community Survey - Discussion was held regarding the approved community survey and associated budget considerations. The Planning Commission discussed publication costs for posters and distributing a QR code on summer tax bills as the least expensive option.

Cindy Dodge stated that SurveyMonkey software and analytics are currently being provided through her company. The Planning Commission discussed establishing a timeline and determining how the survey will be distributed.

Linda McSweyn will ask Township Treasurer Doug to contact the third-party company responsible for printing tax bills to determine the cost of including a QR code on the bills.

The survey may also be promoted through:

- The Township website
- Posters at parks and local businesses
- Additional community postings

Planning Commission Procedures - The Planning Commission discussed its current responsibilities and procedures. Cindy Dodge stated the Planning Commission is not currently functioning properly in several areas, including updating the Master Plan, ordinances, and bylaws.

Cindy recommended requesting that the Zoning Administrator attend all Planning Commission meetings. She noted that zoning permits are not currently being approved according to proper procedures and that required steps in the process are being missed.

Additional discussion included:

- Organizational charts
- Training opportunities
- Enforcement procedures
- Development processes

Cindy Dodge plans to provide sample materials and guidance to assist the Planning Commission in following proper procedures and reducing potential legal liability.

Cindy also expressed hope to focus future planning efforts on the Billings Township corridor and discussed the Planning Commission's authority to establish an overlay district.

Next agenda:

- Status of Township Board approval of the community survey
- Review of ordinance and bylaws

Adjournment: A motion to adjourn the meeting was made by Christine and 2nd by Bridgett. Motion carried unanimously. The meeting was adjourned at 7:17pm.

Respectfully submitted,
Bridgett Petsnick
Billings Township Planning Commission Secretary