

Billings Township Planning Commission
Tuesday, September 8, 2026
Meeting Minutes

The meeting was called to order at 7:14pm by Christine Bloom.

Pledge of Allegiance was recited.

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

Board Members Absent: Greg Bates

Guests Present: Cindy Dodge, Larry Grell and Sharon Campbell

Agenda:

We need our meetings to be more productive and noted that Greg Bates will be returning at the next meeting. Linda asked Larry Grell to address the lack of attendance from the zoning administrator or assistant. Since Cindy Dodge has been working with us she is asking for them to be present to as they are a big part to the planning commission. He will ask the board to serve those letters so we can give them an update and explain we have been operating.

A motion to approve the agenda was made by Linda and 2nd by Christine. Motion carried unanimously.

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

Public Comments: Our guest and she didn't sign in and she did not have any comments. The Planning Commission informed her of our vacancy position if she is interested as she mentioned she previously worked for the city of Beaverton & Gladwin County she lives in Billings Township. If she is interested in joining the Planning Commission she would submit a letter to Larry Grell and he can consider and if interested he will add to the Board Agenda.

NEW business or Communications:

Nothing received.

Old Business:

- Bylaws – The Planning Commission reviewed the sample bylaws provided by the Michigan Townships Association (MTA) and made revisions they felt were appropriate for Billings Township. The revised document will be cleaned up and reviewed at the next meeting before being forwarded to the Township Board for approval. Cindy asked Linda to provide the information needed for the Planning Commission's annual report at the next meeting in October. The report will include the Planning Commission's meeting attendance, the number of zoning permits and site plans applied for and approved, the number of appeals submitted to the Zoning Board of Appeals (ZBA), and any significant

property matters or trends worth noting. Linda may obtain the necessary information from the Zoning Administrator or Assistant Zoning Administrator. The Planning Commission will also vote on officer positions at the October meeting.

- Update on Ordinance – It was approved in July however; it was not posted in the newspaper. Therefore; Linda will get it reenact since we missed the 30 day publishing requirement and have it posted in the paper and Bridgett will update the document and email it to her. The zoning administrator should be supplying the township clerk. Christine provided an update regarding the ordinance. The Township Board approved the restructuring and reduction of the Planning Commission from 7 members to 5 members. There are still questions regarding the portion of the proposed ordinance adoption regarding the capital improvement plan. This is what Bridgett cleaned up and email Linda for publication.
- Planning Commission Vacancy & Letters of Interest - The Commission discussed the current Planning Commission vacancy and noted that we still have not had any letters turned in yet. We have enough for a quorum and Greg Bates will be returning in October 2026
- Review of Zoning Ordinance Amendments - Brian and Justin were not present, so the Commission was unable to fully discuss the proposed zoning ordinance amendments.
- Zoning Administrator's Duties and Zoning Enforcement - Brian and Justin were not present, so the Commission was unable to fully discuss. Cindy and Christine asked Larry to take our agendas to their meetings to note that they are not coming and that in order for us to do our duties they need to be present so should the board mandate, assign a new zoning administrator, etc. They have mentioned to them that we are not operating the way we should be.
- Review of Updated Planning Commission Ordinance -

Next Agenda Items:

- Bridgett Petsnick will draft proposed Planning Commission bylaws.
- Review whether any amendments have been made to the Township Zoning Ordinance. Linda will search for any adopted amendments, and Cindy W. will contact Brian and ask him or Justin to attend future Planning Commission meetings.
- Linda will share the Township's zoning permits and applications book with the Planning Commission for review.
- Discuss the Township's zoning enforcement ordinance and the responsibilities of the Zoning Administrator.
- Review the status of any new Planning Commission appointment(s).
- Review the updated Planning Commission Ordinance following any action or clarification from the Township Board.

Adjournment: A motion to adjourn the meeting was made by Linda and 2nd by Christine. Motion carried unanimously. The meeting was adjourned at 7:44pm.

Respectfully submitted,
Bridgett Petsnick
Billings Township Planning Commission Secretary