

**CHARTER TOWNSHIP OF COMMERCE**  
**EDUCATIONAL JOINT MEETING**  
**Tuesday, July 22, 2003**  
**2840 Fisher Avenue**  
**Commerce Township MI 48390**

**CALL TO ORDER** – Tom Zoner, Township Supervisor called the meeting to order at 6:30 p.m.

Present - Thomas Zoner, Supervisor

Sandra Abrams, Clerk  
Cheryl Magalski, Trustee  
Rick Sovel, Trustee  
Robert J. Long, Trustee  
Dan Munro, Trustee\Planning Commission  
Connie Holmes, Planning Commission  
Thomas Jones, Planning Commission  
Bill McKeever, Planning Commission/Zoning Board of Appeals  
Robert McGee, Planning Commission  
Doug Lanni, Planning Commission  
Larry Haber, Planning Commission  
Barbara Rosman, Zoning Board of Appeals  
Louise Parker, Zoning Board of Appeals  
Jorge Pacheco, Zoning Board of Appeals  
Michelle Holmes, Parks and Recreation  
Violet Spencer, Parks and Recreation  
Dr. Andrew Berry, Historic District Study Committee  
Janice Leonhardt, Historic District Study Committee  
Ayad Touby, Historic District Study Committee

Also Present - Phillip Adkison, Township Attorney  
Chris Michaels, Adkison Need  
Loren Crandell, Giffels-Webster  
Kathleen Pogarch, Assessing Department  
Deb Kirkwood, DDA  
Jim Gotts, DDA  
Constance Guest, Planning Department  
Kathleen Bartoluzzi, Planning Consultant  
Kelly Knight, Senior Director  
Earl Whitlock  
Sharon Martin-Fierti  
Patricia Becker

**Educational Joint Meeting**

Tom Zoner gave an introduction to this evening's meeting topic, which is how to best run a public meeting. He reviewed ways in which meetings can run more efficiently, such as board members being prepared and reviewing all documentation as it relates to the issues to be acted upon, starting the meeting promptly, familiarizing oneself with a site, and keeping comments directed upon the issue at hand. Several board members in the audience had comments regarding this issue such as: receiving agendas earlier to ensure adequate time for review, having templates for motions, using checklists to make sure that all items have been addressed and getting minutes from other boards and commissions as they relate to an issue they are being asked to review.

Tom Zoner introduced Jeff Bowdell, Building and Zoning Administrator. Mr. Bowdell was asked to give a synopsis of his idea for a "site committee". He stated that the committee would consist of at least three people, but not more than six. The committee would review commercial and industrial plans prior to their submittal to the Planning Commission. The committee would look for site items that would typically be addressed by staff and the Planning Commission and try to address them before application is made, rather than having a project stalled at the Planning Commission. Additionally, the committee would review changes in tenancy and could review a site as a whole before a new tenant moves in, thus ensuring such items such as maintenance, landscaping, exterior appearance, signage, etc..

Bob McGee stated that he doesn't know if this site committee would be a duplication of efforts that are already being completed by the Planning Commission. He also stated that a checklist for site plans should be reviewed prior to the Planning Commission review and attached to the staff report. Phil Adkison said he thinks it is ok if items that come before the boards and commissions have a lot of discussion. He stated that agenda control is important to ensure that issues that may have a great deal of discussion attached to them are not put in front of "quick" or non-controversial topics. He stated that the amount of time spent on an agenda item should relate to its importance.

Township Board continued at 8:00 p.m. with the regularly scheduled Township Board Discussion Session. All other Boards and Committees adjourned at 8:00 p.m.

**Township Board Discussion Session:**

Giffels Webster explained the Rouge River Watershed Organization Drafting Committee documentation as well as the purpose advantages to the Organization and cost to the Township relative to joining the Organization. Cost is approximately \$560. No action was taken.

Township Trustee Sovel gave a demonstration of the Commerce Township web site under construction and slated to be up and running on August 1, 2003. Suggestions and comments were taken by the Board relative to items to be included on the web site and format.

Other items discussed:

Byer's Homestead

Township Priorities

Passport Acceptance Agency – beginning in Commerce on August 4, 2003

Refuse Contract Bids

Landscaping at the corner of Commerce and Wise Roads at commercial developments.

**ADJOURNMENT:**

**MOTION** by Magalski, supported by Munro to adjourn, **MOTION CARRIED**

**UNANIMOUSLY**, meeting adjourned at 9:45 p.m.



Sandra S. Abrams, Township Clerk