

CITY OF SOUTHFIELD
PLANNING COMMISSION REGULAR MEETING
Council Chambers - Southfield, Michigan

Video Recording:

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COMMISSION MEMBERS AND STAFF PRESENT:

ROBERT WILLIS, Chair

JEREMY GRIFFIS, Vice Chair

ANDREA STORCH GRUBER, Commissioner

GHANA GOODWIN-DYE Commissioner

ANTHONY MARTIN, Commissioner

DR. GERALYN STEPHENS-GUNN, Commissioner

CYNTHIA BERNOUDY, Secretary

TERRY CROAD, Director of Planning

THOMAS PAISON, Deputy City Planner

ALEX BOLLIN, Planner

1 Planning Commission Meeting

2 Wednesday, January 28, 2026

3

4 (At 6:30 p.m., meeting begins.)

5

6 VICE CHAIR GRIFFIS: I'd like to call this meeting to
7 order. This is the City of Southfield regular meeting of the
8 Planning Commission, January 28, 2026. Can we all please stand
9 for the Pledge of Allegiance.

10 (Pledge of Allegiance recited.)

11 VICE CHAIR GRIFFIS: Can we have a roll call, please?

12 MR. CROAD: Yes, sir.

13 Ms. Bernoudy.

14 MS. BERNOUDY: Present.

15 MR. CROAD: Commissioner Goodwin-Dye?

16 MS. GOODWIN-DYE: Present.

17 MR. CROAD: Commissioner Griffis?

18 VICE CHAIR GRIFFIS: Here.

19 MR. CROAD: Commissioner Gruber?

20 MS. GRUBER: Here.

21 MR. CROAD: Commissioner Martin?

22 MR. MARTIN: Here.

23 MR. CROAD: Commissioner Dr. Stephens-Gunn?

24 DR. STEPHENS-GUNN: Here.

25 MR. CROAD: Commissioner Willis?

1 CHAIR WILLIS: Here.

2 MR. CROAD: Everyone's here. We have a quorum.

3 VICE CHAIR GRIFFIS: Thank you.

4 Do we have any comments on the agenda? If not, we're
5 looking, for motion to approve the agenda.

6 MR. MARTIN: To the Chair?

7 VICE CHAIR GRIFFIS: Commissioner?

8 MR. MARTIN: Motion to approve the January 28th as
9 provided.

10 MS. GOODWIN-DYE: Support.

11 VICE CHAIR GRIFFIS: I've got a favorable motion on
12 the agenda by Commissioner Martin, supported by Commissioner
13 Goodwin-Dye.

14 All in favor.

15 FULL COMMISSION: Aye.

16 VICE CHAIR GRIFFIS: All right. The agenda proceeds
17 as written.

18 Announcements and communications today.

19 MR. CROAD: Not at this time, sir.

20 VICE CHAIR GRIFFIS: All right. First item is
21 election of officers. I believe we're looking for nominations
22 for --

23 DR. STEPHENS-GUNN. To the Chair --

24 MR. GRIFFIS: -- almost every position.

25 DR. STEPHENS-GUNN: To the Chair, I'd like to nominate

1 Commissioner Cynthia Bernoudy for the Planning Commission
2 Secretary position.

3 CHAIR WILLIS: Support.

4 VICE CHAIR GRIFFIS: Commissioner Bernoudy, do
5 you accept?

6 MS. BERNOUDY: I accept.

7 CHAIR WILLIS: Thank you.

8 VICE CHAIR GRIFFIS: Okay. Any other nominations --
9 you said for secretary, correct?

10 DR. STEPHENS-GUNN: Yes.

11 VICE CHAIR GRIFFIS: All right. Any other nominations
12 for secretary?

13 Seeing none, we need to make a vote to elect or
14 appoint Ms. Bernoudy as the secretary. All in favor? Oh --
15 sorry. Before we do, Mr. Martin?

16 MR. MARTIN: I think that would be an appointment by
17 acclamation, since nobody else was running.

18 VICE CHAIR GRIFFIS: Appointment by acc- -- is that --

19 DR. STEPHENS-GUNN: Yes.

20 MR. GRIFFIS: Do we --

21 MR. CROAD: You don't have to do a roll call, though.

22 VICE CHAIR GRIFFIS: We don't have to do -- do we have
23 to do a -- a verbal?

24 MR. CROAD: All in favor -- yeah. You've got to --
25 you know, you've got to approve the nomination.

1 VICE CHAIR GRIFFIS: Okay.

2 MR. CROAD: But you don't have to do it as a roll call
3 because no one else has been nominated.

4 VICE CHAIR GRIFFIS: Okay.

5 MR. CROAD: You did call for other nominations. There
6 was none.

7 VICE CHAIR GRIFFIS: No other -- so we do still have
8 to have everyone vote?

9 MR. CROAD: Yes.

10 VICE CHAIR GRIFFIS: For the -- okay. The nominated
11 part. Okay. So the -- we're still going to do a --

12 MR. MARTIN: That's what acclamation is.

13 VICE CHAIR GRIFFIS: Okay.

14 MR. CROAD: Just say, all those in favor?

15 MR. MARTIN: Yes.

16 VICE CHAIR GRIFFIS: All right. So I'm looking for
17 all those in favor of Commissioner Bernoudy as secretary?

18 FULL COMMISSION: Aye.

19 VICE CHAIR GRIFFIS: Opposed?

20 (No audible response.)

21 MS. BERNOUDY: Thank you.

22 VICE CHAIR GRIFFIS: Okay.

23 CHAIR WILLIS: Congratulations.

24 MS. BERNOUDY: Thank you.

25 VICE CHAIR GRIFFIS: It's been a couple of years. So

1 do we switch seats now, in front of everybody, or do we --

2 MR. CROAD: I assign Chair.

3 MR. PAISON: And then you switch seats.

4 MR. CROAD: And then you -- once that's approved, then
5 you switch seats.

6 VICE CHAIR GRIFFIS: Okay.

7 MR. CROAD: Hand off the gavel.

8 VICE CHAIR GRIFFIS: Okay. Well, I left it on the
9 right-hand side, so.

10 CHAIR WILLIS: Can I accept the check that goes with
11 this?

12 MR. CROAD: Be careful what you bring up.

13 VICE CHAIR GRIFFIS: There are no checks. That's it.

14 CHAIR WILLIS: No checks. Okay.

15 VICE CHAIR GRIFFIS: Next, I believe we'd be looking
16 for a nomination for vice chair, and then chair.

17 CHAIR WILLIS: Through the Chair, I move for -- that
18 Jeremy Griffis be appointed -- elected Vice Chair.

19 VICE CHAIR GRIFFIS: And I would accept that -- accept
20 that recommendation, as I'm at the term limit of the Chair. So
21 all in favor of --

22 MR. CROAD: I think you have to get the support for
23 that.

24 DR. STEPHENS-GUNN: Support.

25 MS. GOODWIN-DYE: Yeah. You need to be seconded.

1 Support.

2 VICE CHAIR GRIFFIS: Yeah. I do.

3 MS. BERNOUDY: Point, then ask if there's any
4 (inaudible).

5 VICE CHAIR GRIFFIS: Yeah. And someone else will know
6 how to do this better than me, okay? I don't know. Okay.

7 So we have a favorable motion that I be appointed Vice
8 Chair by Commissioner Willis, seconded by Commissioner
9 Goodwin-Dye. Are there any other nominations for Vice Chair?

10 Seeing none, all those in favor of Jeremy Griffis
11 being appointed to Vice Chair?

12 FULL COMMISSION: Aye.

13 VICE CHAIR GRIFFIS: Any opposed?

14 (No audible response.)

15 VICE CHAIR GRIFFIS: I do not -- all right. So I will
16 become Vice Chair after we elect a new Chair. Looking for
17 nominations for Chair at this point?

18 MS. BERNOUDY: To the chair, I'd like to nominate
19 Commissioner Willis.

20 VICE CHAIR GRIFFIS: I'll -- I'll support that
21 nomination.

22 CHAIR WILLIS: And I would accept.

23 VICE CHAIR GRIFFIS: Okay. All right. Any other
24 nominations for Chair?

25 All right. Seeing none, we've got a favorable

1 nomination of Robert -- Commissioner Willis as Chair, by
2 Commissioner Bernoudy, supported by Commissioner Griffis.

3 All in favor?

4 FULL COMMISSION: Aye.

5 VICE CHAIR GRIFFIS: Commissioner Willis,
6 congratulations. You get this spot right here in the middle.

7 MS. GOODWIN-DYE: I'm trying not to take it personally
8 that they just switched seats, but I, you know, have to move all
9 the way over there at the end.

10 VICE CHAIR GRIFFIS: Just throw your name away like
11 that.

12 MS. GOODWIN-DYE: That's okay. Take your time. No
13 worries. I'll get it for you.

14 MS. BERNOUDY: Thank you.

15 MR. CROAD: The all-important switching of the name
16 tags.

17 MS. GOODWIN-DYE: It's a whole different perspective
18 over here.

19 CHAIR WILLIS: Well, thank you. Congratulations.
20 It's only been 12 years.

21 MS. BERNOUDY: Really? 12 years?

22 CHAIR WILLIS: I've been here -- you know, I've been
23 here for 12 years.

24 MS. BERNOUDY: Really?

25 CHAIR WILLIS: Okay. I guess we can start with the --

1 MR. CROAD: Well, through the Chair?

2 CHAIR WILLIS: Yes.

3 MR. CROAD: Just before we move on to the next item,
4 it's not an easy job to be Chair. It's easier when there's
5 nobody in the room, but it's much more difficult, as you know,
6 when the room's been packed.

7 So I -- I do want to acknowledge Mr. Griffis as Chair
8 -- you as Vice Chair, Secretary. You guys put a lot of
9 volunteer time in, and we try to help support you. But when --
10 when you're on the firing -- the hot seat, right, that's when
11 you really earn your pay.

12 So thank you to all the elected officials for your
13 past two-year service, and welcome to the new officers for the
14 next two years.

15 CHAIR WILLIS: And -- and if I had to add a comment,
16 Jeremy, and Dr. Stephens-Gunn. Watched them do their work, and
17 I'll have to try to keep up with both of them. And so they have
18 a little legacy to keep up with. So I thank you for what you've
19 done, and hopefully you can help me.

20 MS. BERNOUDY: You're welcome.

21 CHAIR WILLIS: That's a desperate plea for help.

22 MR. CROAD: And then I -- finally, the entire planning
23 staff's here to support you or help. If there's a point in --
24 in the meeting where you need some clarification, we're here to
25 help, too.

1 CHAIR WILLIS: I -- I -- I know how to reach you.

2 MR. CROAD: Okay.

3 CHAIR WILLIS: Thanks. Then I think it's time to take
4 the next item. The next item on the agenda is PTZA26-0001.
5 It's the zoning text amendment.

6 Mr. Paison.

7 MR. PAISON: Yeah. Thank you, Mr. Chairman.

8 As noted, this is a zoning text amendment related to
9 drone facilities base land uses. We are looking to clarify with
10 regard to the review process for permitted locations and
11 configurations of drone port facilities.

12 As we all know, this is a growing area, and our
13 ordinance really didn't speak to it in the zoning ordinance. We
14 wanted to make sure we had it outlined, what the review
15 processes were and what regulations would apply. We have kept
16 those kind of reasonably general, in order to avoid painting
17 ourselves into a corner as this technology and its use continues
18 to evolve. As I noted in the background, the ordinance doesn't
19 specifically address drone-related uses, land uses, so we are
20 looking to address that.

21 And then we have had inquiries. It's been handled by
22 looking at similar uses in the ordinance, which is how you do
23 that. If someone has an inquiry about a use, you look at -- for
24 the most similar thing. We also can go to the building
25 official, who's the zoning administrator for interpretations.

1 And you can always go to the zoning board for interpretations.
2 But that's not a good practice long term. That's a stop-gap
3 process until you fix things.

4 As we're looking at drones becoming a modern fixt- --
5 fixture in modern life, not just for hobbies but for commercial
6 usage, we really needed to kind of look at this in more detail.
7 You'll see in the photos here, like, all the different varieties
8 of drones. There's all kinds of things going on, and they're
9 used for a lot of things.

10 We did look at the master plan, just to kind of see,
11 you know, how -- for some guidance on how we ought to approach
12 this. We did see that -- you know, we did want to encourage
13 innovation, and emerging sectors, and be business-friendly, so
14 we didn't want to prohibit them. We wanted to figure out a way
15 to allow them in a reasonable fashion while still observing the
16 public interest, you know, and addressing upgr- -- upcoming
17 technologies. But we do want to make sure we address any
18 potential negative impacts of those things. So that was sort of
19 the guiding principles.

20 First thing we had to do was get some definitions. A
21 drone being a human -- a vehicle without a human operator on
22 board, controlled remotely or automatic -- operating
23 autonomously, designed to carry a payload of sensors or for
24 delivery, also known as an unmanned vehicle. This is very
25 similar to the -- almost identical to the definition that went

1 in the unmanned vehicle ordinance that was adopted in the
2 general code.

3 Drone Port. A designated area within a site intended
4 for takeoff, landing, staging, testing, training, storage,
5 servicing, or other operations of drones, accessory to and
6 approved, permitted or special-use operating on the same site.
7 So that one's pretty broad, covers kind of the whole range of
8 activities you might see with drones. Just the intent and
9 applic- -- applicability.

10 We -- basically, instead of trying to amend every
11 section of the ordinance, we created an Article 4 provision that
12 provides guidance on this, just like outdoor storage and a few
13 other things that we have. This basically just kind of talks
14 about how they can be complementary to a facility. And then we
15 wanted to make sure we had regular operational rules for these
16 things.

17 It's good to have just the short, intent language,
18 just in case there's any question of why you're doing a thing,
19 what government interest it serves. The intent language is
20 meant to address that.

21 Permitted zoning districts. Now this covers a lot of
22 them. Single-family districts permitted accessory to approve
23 nonresidential special uses. So in the single-family districts,
24 we allow schools, religious institutions. There's just a --
25 parks -- there's a variety of things that are allowed in

1 residential districts as special land uses that aren't houses.

2 This would allow them to, you know, have a drone --
3 like, a school could be -- have a drone program. Good example
4 of this was actually Romulus High School, down by the airport,
5 had to have some modifications done for its ordinance because --
6 and we worked with the airport because they were doing a drone
7 program there. But that close to the airport, you had to be
8 careful how they flow those -- flew those things.

9 Mobile Home Park District. Attached single-family,
10 multifamily. This is really more about one of these multifamily
11 districts having a -- might have a designated place to receive
12 deliveries, or deliveries picked up from, so that they're not
13 just happening all over the apartment complex, or all over the
14 mobile home park, or the condo complex. So they may have a
15 designated location for that.

16 Commercial Districts. This is where it would be
17 accessory to approved, permitted, or special use. You know, you
18 could have a number of services -- survey company, a media
19 company. You know, there's a number of things that could be
20 used, and there could be deliveries to or from a business. So
21 that's what the commercial district's doing.

22 Industrial Districts. It's both as either a --
23 accessory to a permitted or approved use, or potentially as a
24 principal use. Like, if you actually had a -- an Amazon
25 facility that was a delivery facility, like they have the one in

1 Pontiac, where they're launching drones and doing deliveries
2 from there. That's the principal use of that site.

3 That was one of the things we added after our last
4 conversation, was making it clear that, like, the I-L and I-1
5 could host this as a principal use. That's the district where
6 we would expect that to be located, instead of just as an
7 accessory use.

8 For the review process, we also tweaked this. We had
9 the small drone ports, which are less than 15 percent of the
10 site. That's mostly for receiving or giving deliveries, or
11 other kind of peripheral activities related to the business, or
12 the place. Large drone ports could be greater than 15 percent.

13 Now, the small drone ports would be administrative
14 site plan review. The large drone ports would be the Planning
15 Commission for site plan review. And then major drone ports,
16 where it's over 50 percent of the site, it's really a principal
17 use. That's a special land use and subject to site plan review
18 by the Planning Commission. So that one, it would get --
19 because it has a site special use, there would be the
20 requirement for the notices and the public hearing to occur.

21 With the large drone ports, we would still get -- we
22 still send out notices, but it's not a public hearing. So
23 that's -- as the drone port operations become more intense,
24 there's a higher level of scrutiny and a higher level of public
25 engagement, in terms of letting them know about what's going on

1 and taking their comments.

2 Then we just have some specific general provisions,
3 screening and fencing. Rooftop drone ports have to be screened
4 just like rooftop mechanical equipment. Ground drone ports, we
5 just expect them to be fenced, and it can be with landscaping,
6 just to prevent people from wandering in and out of a landing
7 zone willy-nilly. It could be hazardous to the drone and to the
8 person who's wandering in or out. That's really just a safety
9 provision.

10 Other requirements. Has to comply with site
11 development standards under general provisions. The article --
12 any provisions related to the specific zoning district or the
13 schedule or regulations, which does include setbacks, but we
14 wanted to call that out specifically, to make it clear that the
15 ports have to comply with the same setbacks as the buildings or
16 structures.

17 And then the last item was just that it -- reminding
18 people there's another ordinance in the general code about
19 operating of those unmanned aircraft systems, and they need to
20 follow that re- -- those regulations as well. That's really
21 just suspender and belt sort of situation, where both ordinances
22 apply. We want to make sure people are aware of both of them.

23 And we do need to hold a public hearing on this. And
24 then, you know, the Commission will deliberate. And then there
25 would be, hopefully, a vote to pass this on to council with a

1 recommendation. So we would need to open that public hearing.

2 CHAIR WILLIS: Thank you.

3 Commissioners, in fact, let me start with questioning
4 with commissioners with Commissioner Gruber.

5 MR. CROAD: (Inaudible).

6 CHAIR WILLIS: Thank you. And this is the oppor- --
7 first mistake. This is the opportunity for the public to make
8 any comment it wishes. Seeing no persons here, we will close
9 that opportunity.

10 MR. PAISON: Thank you.

11 CHAIR WILLIS: At this point --

12 MR. CROAD: (Indiscernible.)

13 CHAIR WILLIS: Thank you.

14 I'm going to ask Commissioner Gruber if she has any
15 questions.

16 MS. GRUBER: None at this time.

17 CHAIR WILLIS: Okay. Commissioner Goodwin-Dye?

18 MS. GOODWIN-DYE: No. Thank you.

19 VICE CHAIR GRIFFIS: Commissioner Bernoudy?

20 MS. BERNOUDY: No -- no question. But I would like to
21 thank everyone, really, for, you know, addressing this early
22 because we can see it coming. And to get this ordinance, you
23 know, taken care of, I -- I think it's such -- such a great
24 idea.

25 CHAIR WILLIS: Commissioner -- thank you.

1 Commissioner Stephens-Gunn?

2 DR. STEPHENS-GUNN: No questions.

3 CHAIR WILLIS: Commissioner Martin?

4 MR. MARTIN: No questions.

5 CHAIR WILLIS: Commissioner Griffis?

6 VICE CHAIR GRIFFIS: I want to say something just --
7 so -- I don't know if this is early. I guess this is the start.
8 I expect this to keep evolving as -- as the technology keeps
9 evolving, and it's been evolving very quickly. So at least
10 something's on the books and gives -- gives you a chance to
11 modify it as -- as the -- the actual projects and uses come
12 to -- come closer -- you know, closer to home, I guess. It
13 should be interesting, the next 10 years.

14 MR. CROAD: Yeah. If I could, I think Pontiac has
15 launched down in Romulus, and there's other communities from
16 their Amazon delivery that's actually started doing this. The
17 city adopted an ordinance regulating unmanned aircraft. And
18 we're just trying to stay ahead of the curve, get something on
19 the books, and I would imagine we'll be tracking this and making
20 amendments as we go through to -- to anticipate any changes in
21 the delivery system.

22 But we wanted to update our definition sections,
23 anticipate launch pads, as well as delivery sites, whether it's
24 at a business, a corporate park, multifamily, and so forth. So
25 these are the basics based on our research of what we need to

1 do, the minimum -- what we need to do, to be prepared for this
2 transition into delivery.

3 CHAIR WILLIS: Thank you. I'm going to keep my
4 comment short, too. I -- I had a concern about the definition
5 of large and small because it's in percentage as compared to
6 square feet. And I think that's one. I'm not going to object
7 to it because of that, but I can see an issue one day when
8 somebody has a huge place that takes 5 percent of a particular
9 lot. And so I think, you know, this is still open for, you
10 know, modification at a later time. But I do have a concern
11 about the absolute definition of what large is, as compared to a
12 percentage.

13 MR. CROAD: If I could, through the Chair. It's not
14 that -- regardless of how big the site is, if it's a 100 acres,
15 5 percent. It's about who has the authority to do the review.

16 CHAIR WILLIS: Okay.

17 MR. CROAD: If it's a small site as determined by
18 percentage point, staff would do the administrative review. If
19 it exceeds that, then it comes to the Planning Commission. So
20 it's not that somebody gets a free pass. It's just about what's
21 the entity that's going to do the review based on the size of
22 the facility.

23 CHAIR WILLIS: Okay. Yeah. Not looking at a free
24 pass, just the idea of, if I have a place that's 82,000 square
25 feet, is that large or small? And I don't know if it's -- if

1 it's defined here, but again, I think that's for -- something to
2 be modified.

3 MR. CROAD: Okay.

4 CHAIR WILLIS: Okay. Okay.

5 MR. PAISON: And if we see in the future that that is
6 a loophole that's there, that's getting exploited, we'll close
7 it.

8 CHAIR WILLIS: Okay.

9 MR. PAISON: But the thing is, Southfield is a
10 built-out community. We don't have too many vast sites that
11 would lead to this --

12 CHAIR WILLIS: Yeah.

13 MR. PAISON: -- you know, that aren't already pretty
14 well occupied by structures and things that are going on. If
15 this were a greenfield community, with farm fields that were
16 being developed, that would be a serious concern because you
17 could have a property that's -- you know, 500 acres. And 15
18 percent of 500 acres is a lot of land. I mean, not in -- not
19 out west, but here it is.

20 So you know, I -- I definitely see your -- your case,
21 especially in the Greenfield community. But that is what we'll
22 monitor. If it starts to look like a problem, we'll come back
23 and we'll set -- maybe it's 15 percent, or maximum of a square
24 footage, and we'll -- we'll scale it accordingly. But based on
25 the -- the projects we typically see, and the size properties we

1 typically look at, we think this is within reason.

2 CHAIR WILLIS: Okay. Okay. Fair enough. I thank
3 you.

4 Any further questions?

5 Recommendation.

6 MR. PAISON: The department recommends favorable
7 recommendation --

8 CHAIR WILLIS: I'm sorry. I'm sorry. We're not
9 there.

10 VICE CHAIR GRIFFIS: I'm jumping ahead.

11 MR. PAISON: Oh, we're still talking?

12 VICE CHAIR GRIFFIS: We need planning and
13 recommendation.

14 CHAIR WILLIS: Okay.

15 VICE CHAIR GRIFFIS: Never mind. I'm out of order,
16 too.

17 CHAIR WILLIS: Okay.

18 MR. PAISON: All right. Let me make a -- a
19 recommended resolution. We do recommend favorable
20 recommendation of PTZA26-0001, amending Articles 2 and 4 to
21 provide for definitions of drone operation related to land uses
22 and establishing regulations for those land uses.

23 We're seeking to regulate location configuration and
24 drone operations related to land use in a manner that promotes
25 drone operations as components of various businesses and

1 institutions while providing oversight on its location and
2 configuration to prevent hazards or nuisances that may arise
3 from such operations.

4 And three, this is pretty generic on most amendments.
5 The proposed amendment will promote the orderly development and
6 is necessary to ensure the health, safety, and welfare of the
7 community.

8 CHAIR WILLIS: Thank you. With that, are we ready for
9 the vote? And all in favor, please acknowledge.

10 MR. MARTIN: To the Chair?

11 CHAIR WILLIS: Yes.

12 MR. MARTIN: Recommend favorable approval of
13 PTZA26-0001.

14 CHAIR WILLIS: Thank you.

15 MS. BERNOUDY: I support that.

16 CHAIR WILLIS: Thank you. And with that, all in
17 favor?

18 FULL COMMISSION: Aye.

19 CHAIR WILLIS: Any opposed?

20 (No audible response.)

21 CHAIR WILLIS: Thank you. Motion is approved,
22 unanimous.

23 The next item on the agenda is Item F, for the 2026
24 Planning Commission Annual Report.

25 MR. CROAD: Again, good evening. This is the time of

1 year where we provide an annual report to the Planning
2 Commission, which is required as part of the Michigan Planning
3 Enabling Act. And basically, it says that a planning commission
4 shall make an annual written report to the legislative body
5 concerning its operations and status of planning activities,
6 including recommendations regarding actions by the legislative
7 body related to planning and development.

8 And this presentation and compilation of information
9 has evolved over the years. This is the planning commission
10 that was seated during 2025 and the planning team that was
11 supporting the planning commission through 2025. A new addition
12 was Kyle Bryce, our senior planner. But this is probably one of
13 the most robust boards and commissions in the City of
14 Southfield. You held 24 meetings, including 11 studying
15 meetings, 12 regular meetings, and one joint visioning session
16 with the City Council.

17 In addition to that, staff has supported the City
18 Center Advisory Board, the Southfield Public Arts Commission,
19 and attended 15 Zoning Board of Appeal meetings. And there's a
20 lot of overlap that we share with each of the boards and
21 commissions.

22 With regard to site plan special use and rezoning,
23 there were three standard rezonings, four conditional rezonings,
24 two ODD, RUD, or MUCD rezonings. Nine special land uses, 13
25 site plan reviews, six zoning text amendments, and 75

1 administrative site plans that are handled primarily by the
2 planning staff.

3 Total proposed development costs for the past year
4 were \$671 million. Now the majority of that coming from Metro
5 Block Data Center. We don't have any control over development
6 costs, but this is a way to articulate metrics on the types of
7 development that are coming in the city, and this was requested
8 by one of our council members a few years ago. That is up from
9 a 180 million in 2024. 2023 was 78 million, and I believe that
10 had to do with Middle Point. In '22 -- excuse me. Middle Point
11 was 300 million, and a lot of that had to do with Middle Point.

12 In past years, when we added all the development for
13 Northland, that kicked the number up as well. Our Zoning Text
14 Amendments were across the board. Added limited retail and
15 restaurant use to permit and special uses in the OS Office
16 Service District. We added executive administrative and
17 professional offices in the B-1, B-2, and B-3 business
18 districts, to help backfill some of the empty, vacant commercial
19 spaces.

20 We addressed height regulations for flag poles. We
21 addressed the definition of adult day services. That was more
22 of a policy review in the past, but we cleared that up. The
23 city undertook upgrading fences in the right-of-way, and we had
24 to define public right of way fences, with regard to
25 restrictions and modification landscape areas.

1 We increased the public art requirement. It was the
2 first increase since 2016. And then, as you know, we had to
3 scramble to deal with firearms establishments, and city staff,
4 and the Planning Commission and City Council quickly.
5 Established a moratorium, to give us time to put some reasonable
6 regulations regarding firearm establishments. This is a
7 high-level overview of some of the major projects.

8 We had the overlay development district of The New
9 Foster Care, the former Ramada Inn on JL Hudson's Drive. We had
10 the unique development of Barkside Dog Bar, which was a special
11 land use renovation of a vacant restaurant into a dog park,
12 coffee shop, and bar.

13 We had continued to have several reinvestments in our
14 older gas station C-store. We had the renovation of the former
15 Specs Howard Building at Lahser and 9 Mile into a Life Skills
16 Village. We had the residential townhome, Harpo Townhomes on
17 Bush Street. Six new attached townhomes addressing the missing
18 middle housing. We had the large-scale conversion of the former
19 Blue Cross Blue Shield property on 11 Mile into market rate
20 housing, office, and multifamily residential. Habitat Humanity
21 came back for an additional duplex construction. And then we
22 had the Costco development at the former Galleria Officentre --
23 or Galleria Officentre with modern gas station facility.

24 Other projects that the planning department was
25 working on as far as regional development of the 9 Line trail

1 throughout lower Oakland County. This trail will extend 30
2 linear miles from I-275 in Hazel Park to South Lyon.

3 On the western border of Oakland County, the city
4 contains nine linear miles of the trail. So we've been working
5 on -- with the task force, on developing plans, design,
6 branding, and implementation.

7 The posts are trail head, or they signify significant
8 areas along the trail. They were the first ones to be put in.
9 The planning department's currently working on bid proposals to
10 have some of the first signage along 9 Mile and 9 Line
11 established.

12 We continue to take the lead on the Capital
13 Improvement Plan, as required by the Michigan Planning Enabling
14 Act, and we're fully in the process of developing the draft. We
15 had several updates of our Southfield master plan by some
16 subarea plans. We had the strategic DDA plan adopted into the
17 master plan. We've also had the zoning map certified. The last
18 time it was certified was March of 2023, so every year to two,
19 we compile all the zoning amendments. They're updated in real
20 time on our GIS system, but then we have to go through and vet
21 it with the clerk's office and have the mayor and clerk certify
22 that as of this date, all of the past zoning map amendments
23 have -- have been updated.

24 And then one of -- one of the things that -- in
25 addition to our training that we presented, was Reimagine

1 Southfield Adaptive Re-Use Opportunities -- Lunch & Learn. I
2 think, Mr. Griffis, you attended that.

3 So we're -- we're involved with working with our
4 economic development team and helping to promote Southfield is a
5 great place to live, work, and play. And we're also -- adopted
6 the sustainable Southfield Public Action Plan.

7 Were heavily involved in several art installations,
8 working with The Public Arts Commission, working with the
9 Southfield City Centre and along 9 Line. These are just
10 highlights of some of the new pieces of art that were either
11 restored or installed in the past year.

12 We continue to work on respite stations, placemaking,
13 improvements to bus stops. This past year, because we received
14 Safe Streets safe grant, we were able to triple the amount of
15 benches and trash receptacles. We installed approximately 50 of
16 those.

17 We worked closely with Oak Park and the DDA in
18 beautifying Greenfield Median with new ground signs, banners,
19 and landscape islands. And then we also were successful in
20 updating 15 new welcome signs, as shown there. Alex did a nice
21 job in managing that project. So all of our major entrance
22 points into the city either have a large ground sign or a mini
23 welcome sign replacing the standard green City of Southfield
24 traffic signs.

25 Other Department Activities. Again, this is a

1 high-level sustainable Southfield public engagement report.
2 Sustainability Action Plan, we're working on. A Food Waste
3 Elimination Study was completed. And Souzan Yousif, our
4 sustainability planner, is working closely with Lawrence Tech
5 University on many of these initiatives.

6 We had a fellow that was assigned -- did some student
7 research with -- worked with Alex and Souzan. We continue to do
8 education and outreach, and we received two award
9 certifications, Charging Smart Program, Bronze Designation, and
10 Michigan Green Communities Challenge Gold Redesignation.

11 Applications, Awards and Implementations. We were
12 very successful in this past year in receiving a number of
13 grants, including the DIA Partners in Public Art Mural, which
14 worth just over \$20,000. We continue to receive, annually, a
15 \$4,000 award from DTE, for tree planting.

16 Keep Michigan Beautiful is another award that we've
17 been receiving annually. The MDOT Shared Streets and Spaces
18 Grants. That \$200,000, we piggybacked with the \$100,000 that we
19 usually have, and we were able to triple the amount of benches
20 and trash receptacles. In part and parcel, we received that
21 grant because of all the work that we've done in the past.

22 Oakland County Access to Transit provided us \$100,000
23 that we applied to preliminary engineering for the 9 Line
24 pathway bridge improvements over M-39 and M-10. And then we
25 received two consecutive Transportation Alternative Program --

1 or TAP -- grants for 9 Mile Corridor, from Greenfield to M-39,
2 which will be starting construction this year.

3 And then fiscal year 2026, where we had the check
4 presentation for over a million dollars. That is for the
5 service drive to Greenfield, tearing up the 5-foot sidewalk and
6 putting in a 10-foot wide pathway. That project may be
7 accelerated and moved up to the fall of this year, but it's
8 scheduled to be done in 2027.

9 The one other grant that's not listed here, but I did
10 update it in our annual report, is the Regional Transit
11 Authority Access to Transit. We haven't gotten official
12 confirmation, but we got verbal confirmation that they are going
13 to fund a mid-block crossing at 9 Mile, where the hospital's
14 located, because of some past fatalities of people crossing from
15 north to south. And we have a -- a meeting with -- with the
16 agency next month to find out a little bit more about it. But
17 we've gotten very encouraging comments from the agency that we
18 may receive full funding for that project.

19 MS. BERNOUDY: All right. Congratulations.

20 MR. CROAD: Staff training. Training that members of
21 the planning commission attend. I -- I won't go through
22 everything, but it's -- lists all those things that we're
23 involved in throughout the year. As planning director, I've
24 been attending the National Planning Conference each year, out
25 of state. And this year, the conference is going to be held in

1 Detroit, Michigan. So we're going to try to get more people to
2 attend.

3 And I know I mentioned to you that I had submitted for
4 two mobile workshops. I don't know if I told you that we got
5 accepted. So I'm very excited that on Saturday, April 25th,
6 we'll be hosting a mobile workshop to Northland, in the DDA
7 area, to talk about Northland's redevelopment.

8 And then Sunday morning, April 26th, we'll be hosting
9 a second mobile workshop that'll come up here and see our
10 placemaking and art throughout the district.

11 And throughout the year, we continue to get asked by
12 Oakland County, SEMCOG and others, to make presentations on all
13 the good things that we're doing in -- in the city.

14 Zoning Amendments. For initiatives for 2026, is
15 ADUs/tiny homes and missing middle housing options. Finalizing
16 the drone facilities. Reuse and redevelopment, we'll continue
17 to look at those standards. Group homes, Mr. Paison has done a
18 lot of research on those.

19 Woodland and Tree Preservation. Again, want to
20 clarify regulations and address recent case law. We'd like to
21 update our Natural Lawns ordinance. We'll continue to update
22 the master plan and look at that annually. And then we have
23 several trail projects that we're working on.

24 We continue to work with our partner communities in
25 Detroit, City of Oak Park, and Southfield DDA, and Eight Mile

1 Boulevard Association on that Let There be Light MDOT Overpass
2 at Greenfield and 8 Mile, to do a lighting project.

3 So part of why we go to these national and state
4 conferences, is to bring back best practices, to compare
5 ourselves to other communities of like, to do some networking,
6 share information. And one of the things that the American
7 Planning Associate has done is look at trends.

8 So a few years ago, everyone was talking about drones
9 are coming. And then Amazon, and last -- Last Mile Transit.
10 Well, I think now we're dealing with artificial intelligence and
11 how that's changing the way we do things.

12 Greenhushing is on the rise, meaning some of the
13 sustainability items that we've been focusing on, some
14 corporates are backing off of that, because there's been kind of
15 a shift in the pendulum. I believe Mr. Paison has provided
16 details on all of these things, but we are constantly trying to
17 keep ahead of the curve, as far as things that are coming down
18 the pipe, and trying to address those head-on.

19 Data centers and -- is a hot topic. I can't turn the
20 TV on, or open a newspaper, without someone either for or
21 against a data center. But it's something that everybody's
22 using in their daily lives. It's kind of like when the cell
23 towers started going up, everybody complained about the cell
24 towers, but everybody had a cell phone in their hand. And it
25 was kind of a, not in my backyard. Yeah, I want good coverage,

1 but don't put it here. And I think some of that will shake out
2 in the long term.

3 So I'm asking for your consideration to approve the
4 annual report. We will be making a presentation to counsel in
5 February. And then I just want to highlight a couple of the
6 edits that I did to the draft that you have.

7 I took a fresh look at everything yesterday and
8 updated a few sections, but I did -- it was -- it was shown on
9 the site presentation. But in the report, I did add Southfield
10 Lunch & Learn.

11 I included that the promenade design and
12 implementation of furnishings that we worked on with DPW and
13 others. The sustainable Southfield Public Action Plan included
14 that as part of the reports, and then the Regional Transit
15 Authority grant application, Access to Transit.

16 So those are a handful of items that I edited from the
17 draft that you have in your packet. And we're asking for your
18 favorable adoption of the plan. But before that, all three of
19 us are available to answer any questions that the -- the
20 commission may have.

21 CHAIR WILLIS: Thank you.

22 And again, let me start with Commissioner Gruber, if
23 you have any questions.

24 MS. GRUBER: It's very impressive, to say the least.
25 And thank you for all your hard work in putting it together.

1 And your presentation is excellent.

2 MR. CROAD: Thank you.

3 CHAIR WILLIS: Commissioner Goodwin-Dye?

4 MS. GOODWIN-DYE: I'm impressed, too, because it shows
5 all the work that we all have done to make Southfield a better,
6 more inviting environment for people that come here.

7 CHAIR WILLIS: Commissioner Bernoudy?

8 MS. BERNOUDY: Yeah. I have to agree with both the
9 commissioners. It's been a lot of hard work for all of you, and
10 I'd like to commend you as well. Because when you see it all in
11 writing, it's kind of hard to believe that this much work was
12 done in -- in just a year. You know, so thank you.

13 CHAIR WILLIS: Commissioner Stephens-Gunn?

14 DR. STEPHENS-GUNN: I agree with my fellow
15 commissioners. I also think that it's an honor for us to have
16 an opportunity to showcase what has happening here, in
17 Southfield, on the -- April 25th and 26th.

18 And again, I petition you to allow us to participate,
19 as well as support you all, in all the efforts that you all have
20 done -- you've done phenomenal work. Phenomenal work. And this
21 is an opportunity to share it on a national level. And I
22 appreciate you all giving us the opportunity to -- to assist in
23 that effort.

24 CHAIR WILLIS: Commissioner Martin?

25 MR. MARTIN: I think -- I think we've done an

1 excellent job, and you're going to do a great performance --
2 presentation -- for the city. Thank you.

3 CHAIR WILLIS: And Commissioner Griffis?

4 VICE CHAIR GRIFFIS: It's good to still see a lot of
5 new projects coming through the city, some pretty big projects,
6 some interesting things. A lot of -- you know, a lot of the
7 ordinance work for the last 10 years being implemented.

8 But we're also streamlining the meetings. So we're
9 getting down to two meetings per month. And it's -- that helps
10 developers move their process along, and just kind of everything
11 being well-organized, and the ordinance being clear. It kind of
12 gives -- you know, lets people know what the approval process
13 is, and we still get a lot of work done. You know, a slightly
14 more efficient process, so. It's getting better. The good
15 thing is, people keep redeveloping in the city, and developing
16 the city, and gives us all something to talk about every --
17 every couple of weeks here.

18 MR. CROAD: Thank you.

19 CHAIR WILLIS: And I have absolutely nothing to add to
20 that. Kudos. Just good work, excellent work. And you can see
21 -- you can just see the professionalism in the work, and thank
22 you so much. And before we take a motion --

23 MR. CROAD: Yeah. Can I just make a couple of
24 comments?

25 CHAIR WILLIS: Sure.

1 MR. CROAD: So I want to thank Tom and Alex, that are
2 here, that do a lot of this work behind the scenes. Kyle Bryce,
3 who's been a great addition, bringing him back with his maturity
4 and experience after going away for a few years. Souzan Yousif,
5 who has taken the lead on our Sustainability Plan. And Lisa, in
6 our office, our administrative assistant, who takes a lot of
7 pride in her work and brings things to our attention if we miss
8 it or overlook. She knows how -- how busy we can be, and she's
9 a very conscientious, hard worker.

10 And again, all of you. It's just -- we talk about how
11 much productivity happens, but it wouldn't happen without people
12 like you volunteering. We get excited about coming to work
13 every day. I'm actually surprised when we go through this
14 exercise every year, how much we actually accomplish. And
15 there's a lot of external forces and internal forces that make
16 it difficult. Some of the things that we do, I think we're
17 fortunate, because of our location. But I think streamlining
18 the process, reducing site plans from going through three months
19 reduces an extra two -- extra -- one month, but two meetings for
20 applicants.

21 And as you said, Mr. Griffis, a lot of the groundwork
22 that we've laid with zoning amendments, I'm really proud about
23 the overlay development district, the residential unit
24 development district, the mixed-use quarter district, our
25 conditional zoning. It's -- these are the flexibility tools

1 that developers are looking at.

2 We have a bit of a reputation about being tough but
3 fair. And the toughness, I don't mind, because we're standing
4 up for quality work, and we're going to stand up for our
5 ordinance. And I look at our ordinance as minimum standards.

6 But everybody feels that we're fair in the process,
7 we're transparent, we're willing to meet with people, we don't
8 charge them pre-application fees, and we try to get them through
9 the process in -- in due order, if their applications are
10 complete. Those that have trouble with us, mostly, are the ones
11 that are incomplete applications, and they try to cut corners.

12 And we'll stand up for the city each and every time,
13 and look we forward to tackling some of the new initiatives in
14 this upcoming year. And we'll find a role for everybody to play
15 in those mobile workshops. As -- as we get closer, I have to
16 fine tune our presentation. I even have to provide turn-by-turn
17 directions, a map, and itinerary down to the five minutes. But
18 I think there'll be plenty opportunities.

19 We're also looking at our budget to see if there's
20 some opportunities for day attendance. But I can -- I can
21 guarantee, if you want to be involved in one way or the other on
22 either of the two mobile workshops, there'll be a role for you,
23 even if it's just a greeter and ombudsman, when we bring the
24 people up here.

25 And with that, I'll turn it back over to you.

1 CHAIR WILLIS: Thank you. You -- you know, Planner
2 Croad, you've mentioned people on your staff, and you've
3 mentioned it before. We know who Mr. Bollin is, and Mr. Paison,
4 but I'm curious, and we had talked about it briefly once before.
5 I'm curious about the other people in your office. I'd like to
6 see how sausage is made, and maybe one day, I'd like to tour, or
7 maybe collectively, we could tour, and just kind of see the
8 process as it goes on. I know it's a little bit off topic, but
9 it just kind of came up with your comment.

10 MR. CROAD: We'd be happy to host you, even for a --
11 you know, a lunch-and-learn, and walk you around the office.
12 Every elected official that's new, we offer that to them. Some
13 take advantage of it, others don't.

14 And I take for granted -- I mean, usually, when you're
15 first appointed, we might have a -- a meeting at the office to
16 give you an orientation. But we would -- we'd be happy to host
17 you for a lunch, and then walk around the office, and have you
18 meet all the team members, and just kind of see where we work
19 and our fox holes, where we make the sausage. And I'm happy to
20 show you our conference rooms and all -- all the things that we
21 do and that we take for granted in our daily life, so.

22 CHAIR WILLIS: I'd like to make that -- put that on
23 the schedule, if possible, then.

24 MR. CROAD: Okay.

25 CHAIR WILLIS: Then work on it. Then at this point, I

1 think we've asked the questions.

2 Are we ready for a motion.

3 VICE CHAIR GRIFFIS: I'd like to make a favorable
4 recommendation of the 2026 Planning Commission Annual Report.

5 MS. BERNOUDY: I'd like to support it.

6 CHAIR WILLIS: It's been moved and supported. Do we
7 have -- all in favor -- sorry. All in favor?

8 FULL COMMISSION: Aye.

9 CHAIR WILLIS: Any opposed?

10 (No audible response.)

11 CHAIR WILLIS: Planner Croad, it's been accepted
12 unanimously, and so I -- thank you so much.

13 MR. CROAD: So there is one duty that the Planning
14 Commission Chair has. We are planning on presenting this at the
15 February 9th meeting.

16 MR. PAISON: That is the plan. Yeah.

17 MR. CROAD: And traditionally, we've had the Chair
18 attend that meeting, make a couple of brief comments as I
19 present the -- the plan to the council.

20 So Mr. Willis, if you're available that evening.
21 Typically, it's the first item under presentations.

22 CHAIR WILLIS: Okay.

23 MR. CROAD: And it'd be nice if you could join -- join
24 us. And if you're not available, then that would fall to the
25 Vice Chair. But I know Mr. Griffis has come a couple times, and

1 others, and it's just a nice way for us to reconnect to the
2 public and -- and the city council that way.

3 All of you are invited to come. And I know Mr. Martin
4 has come and sat in the room a few times on controversial
5 things, and others, so if you're available to come and support,
6 we'll recognize you at the meeting. But it's especially good if
7 we could have the Chair there.

8 MS. BERNOUDY: Date and time again?

9 MR. CROAD: Well, the -- the council meetings start at
10 six --

11 DR. STEPHENS-GUNN: No. The -- the date. The date.

12 MR. CROAD: Oh, February 9th. That's our anticipated
13 time. So we'll be meeting next Wednesday, and we can give you a
14 confirmation at that time. But if you could pencil it in for
15 the 9th.

16 CHAIR WILLIS: Then I look forward to going.

17 MR. CROAD: All right. Thank you.

18 CHAIR WILLIS: Okay. Thank you.

19 MS. BERNOUDY: Thank you.

20 CHAIR WILLIS: That, I think, concludes annual report.

21 Next item on the agenda is the approval of minutes for
22 November 5 and November 19, 2025.

23 Can we hear motion?

24 MR. MARTIN: To the Chair?

25 CHAIR WILLIS: Yes.

1 MR. MARTIN: Recommendation to approve the November
2 5th planning commission study meeting minutes and the November
3 19th regular meeting minutes.

4 MS. GOODWIN-DYE: Support.

5 CHAIR WILLIS: It's been moved and supported. All in
6 favor?

7 FULL COMMISSION: Aye.

8 CHAIR WILLIS: Any opposed?

9 (No audible response.)

10 CHAIR WILLIS: It passes unanimously.

11 We're ready, then, for the next item on the agenda,
12 which is public comment. I open the floor for public comment.

13 I see no persons in the audience. I, therefore, close
14 the floor for public comment.

15 The next item will be commissioned update. Mr.
16 Paison.

17 MR. PAISON: Yeah. We just have a couple items to
18 report on, things that are in the works. We have some enacted
19 re-zonings. So these are re-zonings that you recommended to
20 council. They approve them, and now they've been enacted and
21 are effective.

22 I think I've explained this before. But you make a
23 recommendation, it goes to council, they have a study meeting,
24 then they have a meeting where the vote on it and approve it.
25 But because it's an ordinance, they have to actually do an

1 intro- -- they have to, then, introduce the ordinance. Then at
2 the next regular meeting, they enact it. Then it has to be
3 published 10 days later, and then it becomes effective.

4 So these were all enacted at the last regular council
5 meeting. So the Habitat amendment for -- on West Haven, the
6 Edwards Avenue rezoning, and the Galleria Officentre for Costco
7 rezoning, have all been enacted, and they will be published
8 tomorrow. So they will be effective tomorrow. They're schedule
9 to be published in the Southfield Sun on January 29th.

10 And then the other item was, we did -- at the last
11 regular meeting, get authorization to apply for a -- another
12 grant, the Michigan Arts & Culture Council Experience support
13 grant. We were going to use that funds -- use that funds to
14 help pay for the garden around the Nordin sculpture at the fire
15 station on Nine Mile.

16 That one we have to get -- for grants, we need
17 council's permission to apply for the grant, so that we know
18 that they understand there's a -- a match involved, that we have
19 a match budgeted.

20 Also, in some cases, the grants actually want, like, a
21 resolution showing that your legislative body has -- is
22 supportive of the grant. Just because they don't want to waste
23 their time and money if your legislative body is not supportive,
24 they'll give the grant to somebody else.

25 So we do -- that's something we do with every grant.

1 We take it to council and get an approval. If we -- if we get
2 the grant, then we take it back to council, and we actually get
3 approval to accept the grant. And then if there's an agreement,
4 to execute the agreement related to the grant. So there's a lot
5 of steps involved.

6 Like, all these things are just -- these are like that
7 sausage making. These are all the extra steps it takes to get
8 something done on the -- in the system. And we're always, like
9 -- we're literally looking at every council agenda, going, okay,
10 what are we moving forward this agenda? What are we moving
11 forward this agenda? What are we -- I think, Terry -- I think
12 there was only one meeting last year you didn't have to be at.

13 We had stuff on the council agenda every meeting last
14 year except for one. So it's -- we're -- we're in front of
15 council probably more than almost any other department in the
16 city.

17 I think that's fair to say, isn't it, Terry?

18 MR. CROAD: Yeah.

19 MR. PAISON: So it -- it -- it's a lot to kind of keep
20 track of and move at all. But that's -- that's one of the
21 things -- we spent a lot of time, making sure everything kind of
22 hits its points and moves along.

23 Yeah. And then we just have the miscellaneous items,
24 next month's scheduling. We will have three meetings next month
25 because we have that CIP study meeting in the middle of the

1 month. That's at 3 p.m. That's the one where all the
2 departments come and talk about their CIP projects. So that's
3 the -- kind of the bigger presentation, the first opening on
4 that.

5 We will have a regular study and regular meeting. We
6 do have, like, five development projects to put in front of you
7 next month, so it's going to be a busy month. Small and
8 medium-sized ones, but they're -- it's five projects, so it's --
9 it's -- it's a lot.

10 CHAIR WILLIS: I guess my only thought is, the 3:00
11 meeting on February the 11th, I -- I think some of us work, some
12 of us don't.

13 MR. PAISON: Yeah. If we can get -- it's a study
14 meeting, so you're not voting on it. If we can get as many of
15 you as we can. We'll send the package to everyone. Everyone
16 will get the information. And if you have any que- -- well, if
17 you're not able to attend, we do at least need a quorum to open
18 the meeting and approve the agenda. So if we can get at least
19 four of you at the meeting, great.

20 The others who can't attend, you'll get the materials.
21 And if you have questions or comments, you can provide them to
22 us, and we'll get them to the department and get those answers
23 back for you. And I think we can kind of coordinate that, but
24 if we could get at least --

25 MR. CROAD: Yeah. I think one way or another, we'll

1 -- because of the timeline, whether there's three of you or all
2 seven, we're still going to have the meeting. We'll have the
3 presentation. This is a rehearsal for all of us. I get to be
4 informed by the departments. And then afterwards, we do the
5 presentation on their behalf.

6 So we still want to go through the drill. Hopefully,
7 we can get at least four of you there. But as Mr. Paison said,
8 you'll get all the information. You will be voting on it at
9 some future date.

10 MR. PAISON: And the actual CIP itself will come back
11 to you -- I believe it's the following month, in March -- the
12 actual report -- for a study meeting, and then for the final
13 meeting to have voter recommendation on it. Then it goes to the
14 finance committee, then it goes to the full council, in time to
15 be figured into their budget meetings. So it is kind of a tight
16 timeline because we need to get this thing adopted kind of at
17 the beginning of the budget hearings, so they can include that
18 in their budget hearings as consideration --

19 MR. CROAD: And this is one of the rare times where we
20 have it in the afternoon, because we're trying to be cognizant
21 of a dozen other department heads, and overtime, and all that.
22 So I know it might be an imposition on some of you, but that's
23 the only reason we are having it at 3:00, as opposed to having a
24 lot of staff here and getting overtime.

25 CHAIR WILLIS: So if start time is at three,

1 anticipate end time?

2 MR. CROAD: Between five and six.

3 CHAIR WILLIS: Okay.

4 MR. CROAD: They typically have been taking between
5 two and three hours to get through everything.

6 CHAIR WILLIS: Okay. Thank you.

7 MR. PAISON: Yeah. It's a little tighter when it's
8 just Terry presenting, but when it's all the departments
9 presenting, it does take a little longer.

10 MR. CROAD: Yeah. I can usually get through it in
11 about 40 minutes but -- to queue everybody up, and ask
12 questions, and so forth. And again, I will ask you to focus
13 on -- your questions on things pertaining to the capital
14 improvement plan and not get into the minutia of what color
15 paint are you using for the interior of the room, or so forth,
16 okay? It's just -- and I've used this example before:

17 The purpose that the planning commission has been
18 given is to make sure that all the departments are coordinating
19 with each other. You don't want to have a road done in 2026,
20 and then in 2027 find out that the water department needs to
21 tear everything up to replace the water main. Now that's an
22 oversimplification, but by everybody presenting to you guys and
23 us, we can see if there's any potential conflicts. And that's
24 really the purpose of having the staff present.

25 The first year is the actual budget. And our finance

1 and our city administrator have said that if it's not in the
2 capital improvement plan, it's not going to be in the budget.

3 And then years two through six are the wish lists, or
4 things that are coming down the pipe, so that -- we only do one
5 annual budget here. But if the fire department needs to
6 purchase five emergency vehicles in two years from now, or they
7 need a fire station rebuilt, it at least gives council an idea
8 of what big ticket items are coming down the path.

9 We had a request from a department to purchase some
10 additional equipment that wasn't in the CIP, and there's
11 pushback on that. And we're going to look at coming up with a
12 quick amendment process, and they have to follow the same steps
13 that -- you know, it's -- sometimes it is difficult to
14 anticipate a whole year's worth of need. But council and
15 administration have been very good tying in budget approvals and
16 budget amendments to whether or not you have it in your CIP
17 plan. So we've -- we've earned the respect over many years of
18 doing this, of why this is so important.

19 CHAIR WILLIS: Okay. Thank you.

20 With that, we're about to adjourn, but for
21 commissioners, any questions?

22 MS. BERNOUDY: I -- I don't have a question, but I'd
23 like to thank commissioner down there at the end. I would like
24 to thank you for nominating me, and for all of you, you know,
25 voting for me. And -- and I hope I'll do as well a job as our

1 other commissioner did.

2 CHAIR WILLIS: Any other comments?

3 DR. STEPHENS-GUNN: To the chair?

4 CHAIR WILLIS: Yes.

5 DR. STEPHENS-GUNN: A motion that we adjourn the
6 meeting?

7 CHAIR WILLIS: Do I hear a second?

8 MS. BERNOUDY: I second.

9 CHAIR WILLIS: Adjourn- -- meeting adjourned.

10 (Meeting adjourned.)

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CERTIFICATE OF TRANSCRIBER

I, JANENE CLEARY, Michigan CSR No. 16359, do hereby certify that I was authorized to transcribe the foregoing recorded proceeding; and that the transcript is a true and accurate transcription, to the best of my ability, taken while listening to the provided recording.

I FURTHER CERTIFY that I am not of counsel or attorney for either or any of the parties to said proceedings, nor in any way interested in the events of this cause, and that I am not related to any of the parties thereto.

Dated this 17th day of FEBRUARY, 2026.



JANENE CLEARY, Michigan CSR No. 16359

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Cynthia Bernoudy
Cynthia Bernoudy, Secretary

Date: 2-25-26