

**NORTHFIELD TOWNSHIP PLANNING COMMISSION
NOTICE OF REGULAR MEETING
March 21, 2018 at 7:00 p.m.
Second Floor, Public Safety Building
8350 Main Street, Whitmore Lake, MI 48189**

AGENDA

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. ADOPTION OF AGENDA**
- 5. CALL TO THE PUBLIC**
- 6. CLARIFICATIONS FROM COMMISSION**
- 7. CORRESPONDENCE**
 - A. Zoning Administrative Site Plan Approvals
- 8. PUBLIC HEARINGS**
- 9. REPORTS OF COMMITTEES**
 - A. Board of Trustees
 - B. ZBA
 - C. Staff
 - D. Planning Consultant
 - E. Parks and Recreation
 - F. Downtown Planning Group
- 10. UNFINISHED BUSINESS**
 - A. Further Discussion on Zoning Ordinance Revised Language
- 11. NEW BUSINESS**
- 12. APPROVAL OF PRECEDING MINUTES:** March 7, 2018 Regular Meeting
- 13. FINAL CALL TO THE PUBLIC**
- 14. COMMENTS FROM THE COMMISSIONERS**
- 15. ANNOUNCEMENT:** Next Regular Meeting – April 4, 2018
- 16. ADJOURNMENT**

This notice is posted in compliance with PA 267 Of 1976 as amended (open meetings act) MCLA 41.7 2A (2) (3) and the Americans with Disabilities Act. (ADA) Individuals with disabilities requiring auxiliary aids or services should contact the Northfield Township Office, (734) 449-5000 seven days in advance.



March 14, 2018

Planning Commission
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189

MEMORANDUM: Temporary Specialty Stores

Dear Commissioners:

Please consider the following amendments for discussion.

A. Sec. 36-724. - Temporary ~~specialty stores~~ holiday sales.

Temporary sales of products only at certain time of year and associated with seasonal holidays, including Christmas, Halloween, Thanksgiving, Fourth of July, and similar holidays, may take place on individual lots subject to the following regulations: ~~Cutting of trees on individual lots for the purpose of Christmas tree sales and/or the sale of previously cut trees assembled on individual lots for sale shall be subject to the following regulations:~~

(1)

Holiday sales ~~Christmas trees~~ may be conducted ~~and~~ in AR, LC, WLD-DD, WLD-NV, WLD-W, and GC districts. Holiday sales ~~Christmas tree sales~~ shall not be permitted in residentially zoned districts.

(2)

Churches, schools, or other nonprofit organizations may sell ~~Christmas trees~~ Holiday items on property owned by such institution or organization in any zoning district.

(3)

Unless ~~Christmas tree~~ holiday sales are accessory to the principal use of the site, a permit shall be obtained from the building official to allow temporary use of the site for such sales. Such permit shall be issued after an inspection is made by the building official or his representative of the proposed sale site. Such inspection shall include, but not limited to, any and all wiring, lighting, or other apparatus to be utilized in the sale of such ~~trees~~ items. A zoning compliance review shall be conducted by the Zoning Administrator, including review of a sketch plan, to ensure the requirements of this section are met.

(4)

Such use and occupancy shall be temporary and shall not adversely impact adjacent and surrounding properties. To the extent any proposed sale items may be regulated by the State of Michigan, as with fireworks, all licenses or permits must be obtained and presented to the



Township for review with the appropriate permit application. The Township Manager may require inspection and review by the Fire or Police chief.

(5)

~~Tree s~~ Storage and display areas shall comply with the minimum setback requirements for the district in which the outdoor sale of ~~trees~~ is located.

(6)

The portion of any parcel used for ~~tree~~ sales shall be located no closer than 250 feet from any other parcel that is zoned or used for residential purposes.

(7)

All loading and parking areas shall be confined within the boundaries of the site and shall not be permitted to spill over onto adjacent roads. Such use and occupancy will not create a traffic hazard and congestion.

(8)

All ~~trees, parts of trees and any other~~ refuse or debris resulting from Christmas tree sales, and all signs, lights, poles, wires, or other items in connection therewith shall be removed from said property not later than ~~December 28 of the year~~ three days following the holidays occurrence ~~the property is so used~~ and the date of required removal shall be specified on the appropriate permit obtained from the building official





MCKENNA

March 14, 2018

Planning Commission
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189

MEMORANDUM: Definitions

Dear Commissioners:

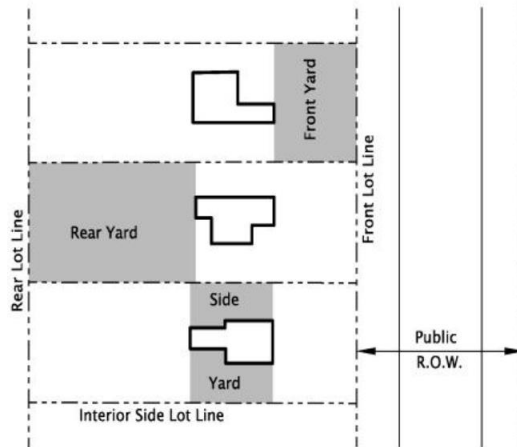
Please consider the following amendments for discussion.

A. Setbacks and Yards

Please consider the following revised definition language to address waterfront yards and setbacks:

Setback means the distance between a front, side or rear lot line and the nearest supporting member of a structure on the lot. Setbacks on waterfront lots shall be measured from the established high lake level as currently defined by the Office of the Water Resources Commissioner. The minimum required setback is the minimum distance between a front, side, or rear lot line and the nearest supporting member of a structure in order to conform to the required yard setback provisions of this chapter. See *Yard*.

Yard means an open space on the same lot with a building, unoccupied and unobstructed from the ground upward, except as otherwise permitted in this chapter. The minimum required setback is the minimum depth of a front, rear or side yard necessary to conform to the required yard setback provisions of this chapter (see illustration). When the rear yard or side yard abuts water, the yard shall be measured from the high lake level, as currently defined by the Office of the Water Resources Commissioner, to the structure (see setback).



Yards

(1)

Yard, front, means an open space extending the full width of the lot, the depth of which is the minimum horizontal distance between the front lot line and the nearest line of the principal building. Unless otherwise specified, on corner lots there shall be maintained a front yard along each street frontage.

(2)

Yard, rear, means an open space extending the full width of the lot, the depth of which shall be the minimum horizontal distance between the rear lot line and the nearest line on the principal building. On corner lots, the rear yard may be opposite either street frontage, but there shall only be one rear yard.

(3)

Yard, side, means an open space between a principal building and the side lot line, extending from the front yard to the rear yard, the width of which shall be the horizontal distance from the nearest point of the side lot line to the nearest point of the principal building.

B. Equipment Services

Please consider adding the following definition for equipment services:

Equipment Services: Any commercial or industrial entity that provides installation, maintenance, and repair services for utilities and machinery; including but not limited to HVAC equipment, cable servicing, radio, television, and household appliances. This category shall exclude any commercial or industrial operation that involves warehousing, manufacturing, or assembly of such products.





February 14, 2017

Planning Commission
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189

MEMORANDUM: 2018 ZONING ORDINANCE SCHEDULE URGENT, MINOR, AND MAJOR AMENDMENTS

Dear Commissioners:

To follow up from the PC meeting on 2/7/18, we have prepared the following assessment and schedule for *urgent, minor, and minor* amendments based on consultation with the Zoning Administrator and Planning Commission.

- **Urgent amendments** are time sensitive and consistent with the Master Plan. We recommend Planning Commission proceed with these updates immediately.
- **Minor amendments** are technical changes and minor substantive changes consistent with the Master Plan. We recommend Planning Commission Pursue these changes following the technical review. More minor amendments will be identified during the technical review.
- **Major amendments** are new amendments and procedures recommended consistent with the 2014 Master Plan, and the Downtown and North Village Plans, when adopted.

A. Urgent Amendments*

Section #	Title	Issue	Proposed PC Schedule
36.29	Definitions	<ul style="list-style-type: none"> • Revise setback and yard definitions to address waterfront properties. • Add definition for equipment services. 	3/7/18
36-724	Temporary specialty stores	<ul style="list-style-type: none"> • Revise to include fireworks sales and other holidays. 	3/21/18
36-98 (d)(2)(b) 36-218 (4) 36-248 (4) 36-278 (4)	General provisions, Accessory uses and buildings SR-1, Regulations and Standards SR-2, Regulations and Standards MR, Regulations and Standards	<ul style="list-style-type: none"> • Clarify the discrepancy in side yard setback measurements to resolve ambiguity 	4/4/18
36-98 (f)	General provisions, Yard measurements.	<ul style="list-style-type: none"> • Resolve ambiguity on permitted encroachments by the overhangs 	4/18/18

B. Minor Amendments*

Section #	Title	Issue	Proposed PC Schedule
New	Temporary Structures	<ul style="list-style-type: none">Need regulations for clothing bins, firewood racks, and similar temporary structures	5/2/18
New Revise 36-701 Revise 36-702	Outdoor Display Storage of materials Parking and storage of vehicles.	<ul style="list-style-type: none">Add a distinction between outdoor display and outdoor storage.	5/16/18

Additional minor amendments will be identified in the technical review.

C. Major Amendments*

Section #	Title	Issue
36-340	WLD District(s)	<ul style="list-style-type: none">Revise uses permitted and standards
36-383	Site Plan Review	<ul style="list-style-type: none">Revise and update Site Plan review procedures and requirements to encourage flexibility, including adding sketch plans options
36-98	General Provisions	<ul style="list-style-type: none">Add land use table summarizing permitted and conditional uses by districtInclude modifications to uses by district
36-902	Nonconforming uses	<ul style="list-style-type: none">Establish Class A and Class B non-conforming use status with standards and procedures
36-761	General provisions for off-street parking.	<ul style="list-style-type: none">Establish Planning Commission waiver with standards and procedures
36-722	Landscaping	<ul style="list-style-type: none">Establish Planning Commission waiver with standards and procedures
ARTICLE XXIII.I.	WLNT, Whitmore lake/north territorial overlay district	<ul style="list-style-type: none">Revise uses permitted and standardsPotentially revise district boundaries via a map amendment
36-864 (c)2	Site plan approval, Change of Use	<ul style="list-style-type: none">Clarify change of use determination procedures in a matrix or table.Add minimum development requirements for properties that do not conform to site design, access, and safety standards
36-156 36-157	AR - Permitted and Conditional Uses	<ul style="list-style-type: none">Revise agricultural uses to make sure that agricultural tourism is supported
36-723	Natural features preservation	<ul style="list-style-type: none">Review and revise natural features requirements to ensure they are consistent with State and County regulations and consistently applied across project types.

Additional major amendments will be identified in the technical review.

- NOTE: the terms *Urgent*, *Major*, and *Minor*, are used for scheduling planning purposes only and are not meant to convey any subjective value, priority level or impact assessment.





**NORTHFIELD TOWNSHIP
ZONING ORDINANCE REVISIONS
Project Tasks and Schedule
February 2, 2017**

Chapter Title and Description of Task	Tentative Meetings Schedule
Technical Review Review of the current Zoning Ordinance an article-by-article summary of potential and known problems with the Ordinance in terms of format, consistency with enabling legislation and case law, and our experience in other communities. We will review the following topics for compliance with federal and state law, as well as sound planning and zoning practices: <ul style="list-style-type: none"> • Permitted and Conditional Uses by District • Standards for Specific Land Uses • Administrative Procedures and Standards • Development Standards 	First - Third
Initiate Amendment Review on Previously Identified Urgent and Minor Zoning Amendment Issues An example of an urgent issue is revisions to accommodate temporary fireworks sales during the Fourth of July Celebration	First - Third
Submit Zoning Technical and Minor Amendments to Review with Planning Commission. Currently, Planning Commission, with the advice of the Township Board, Planner, and Zoning Administrator have already identified several Zoning Amendments that are consistent with the 2014 Township Master Plan. We anticipate that the Technical Review will identify additional amendments that are consistent with the 2014 Master Plan. McKenna will prepare technical and minor amendments for approval following the Technical Review.	First - Third
Definitions, Inconsistencies and Conflicts and Other City Codes and Standards Recommend new or revised definitions for contemporary uses and issues. Consult with Administration for procedures and enforcement issues and problems. Review other codes and regulations provided by the Township, such as fire or engineering design standards, and identify drainage, pavement, road widths, and parking standards that need to be referenced or which may subtract from the Township's character.	Third- Continued
Work with Planning Commission on Addressing Items from the Technical Review When the Technical Review is completed items will be scheduled for discussion of draft amendments at each Planning Commission meeting.	Third - Seventh

Chapter Title and Description of Task	Tentative Project Schedule
<p>Zoning Board Appeals (ZBA) Decisions and Current Legal Issues. Review with Township Manager and Planning Commission recent ZBA variance applications that identify recurring problems (accessory building size, lot areas, setbacks, etc.) from ZBA minutes provided by Township Administration.</p> <p>Review with the Township Attorney potential revisions generated by any relevant zoning litigation involving the Township that might be beneficial, plus revisions resulting from recent Michigan state law and new case law</p>	Seventh
<p>Goals of the 2014 Master Plan and Downtown North Village Plan (When Adopted). Incorporate any new recommendations for regulations to facilitate implementing the Township's 2014 Master Plan update, including identification of priority items for implementing the Township's Future Land Use plan and Zoning Plan.</p>	Eighth
<p>Submit Zoning Ordinance Draft and Review with Planning Commission. Draft and review recommendations for Definitions, Off-Street Parking, District articles, General Provisions and Schedule of Regulations to facilitate implementing the Township's 2018 Master Plan, including identification of existing provisions that may conflict with the Plan.</p>	Ninth
<p>Review / Revise Draft with Planning Commission. Review the draft Zoning Ordinance with the Planning Commission at one regularly scheduled meeting and make one revision based on consolidated comments and / or comments noted in the meeting minutes.</p>	Tenth - Twelfth
<p>Planning Commission Public Hearing and Board Review. For efficiency, we recommend considering adoption of the Zoning Amendments at one time, following the adoption of the Downtown Plan and the North Village Plan,</p>	First - Twelfth



NORTHFIELD TOWNSHIP PLANNING COMMISSION

Minutes of Regular Meeting March 7, 2018

1. CALL TO ORDER

The meeting was called to order by Chair Roman at 7:00 P.M. at 8350 Main Street.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL AND DETERMINATION OF QUORUM

Roll call:	
Janet Chick	Present
Brad Cousino	Present
Eamonn Dwyer	Absent with notice
Sam Iaquinto	Present
Cecilia Infante	Absent with notice
Larry Roman	Present
John Zarzecki	Absent with notice

Also present:
Assessing & Building Assistant Mary Bird
Planning Consultant Paul Lippens, McKenna Associates
Recording Secretary Lisa Lemble
Members of the Community

4. ADOPTION OF AGENDA

- **Motion:** Roman moved, Iaquinto supported, that the agenda be adopted as presented.
Motion carried 4—0 on a voice vote.

5. FIRST CALL TO THE PUBLIC

No comments.

6. CLARIFICATIONS FROM THE COMMISSION

None.

7. CORRESPONDENCE

None.

8. PUBLIC HEARINGS

None.

9. REPORTS

9A. Board of Trustees

Chick reported that on February 27th the Board discussed the option of the Township participating in the Redevelopment Ready Communities program.

9B. ZBA

The ZBA has not met since the last Planning Commission meeting.

9C. Staff Report

Nothing to report.

9D. Planning Consultant

Nothing to report.

9E. Parks and Recreation

Iaquinto reported that the February meeting was canceled. At the March 15th meeting they will discuss the Community Garden and Bark Park ordinances.

9F. Downtown Planning Group

No report.

10. UNFINISHED BUSINESS

10A. Revised Language to Address Setbacks and Yards on Waterfront Lots.

Lippens referred to his March 1st memo regarding revising language to clarify that setbacks on waterfront lots should be measured from the high water line and to provide a definition for Equipment Services.

Commissioners discussed how the high water line is to be determined—by survey, county data, etc.—and whether a point in time needs to be specified. It was agreed that the line would be determined by “the established high lake level as currently defined by the County Drain Commissioner” combined with the elevation of the property. It was noted this would probably require the homeowner to provide a survey.

- **Motion:** Roman moved, Iaquinto supported, that the definitions on setbacks and yards and Equipment Services as proposed tonight, with the modification discussed be recommended for approval to the Township Board with the next group of amendments presented to the Board.
Motion carried 4—0 on a roll call vote.

11. NEW BUSINESS

None.

12. MINUTES

- **Motion:** Iaquinto moved, Chick supported, that the minutes of the February 21, 2018, regular meeting be approved as presented, and to dispense with the reading. **Motion carried 4—0 on a voice vote.**

13. SECOND CALL TO THE PUBLIC

David Gordon, 5558 Hellner Road, asked questions about the effect that any project built as a result of the Request for Proposals for the North Village property will have on the community (increase in people living downtown, more businesses, etc.).

14. COMMENTS FROM THE COMMISSIONERS

Responding to David Gordon's questions, Commissioners and Lippens said it is not known yet

what might be proposed, but several public planning sessions were held as part of a very transparent project, and that public input incorporated into the RFP. Iaquinto reported that the February Pond Hockey Tournament was very successful, raising about \$30,000 was raised for youth athletics.

15. ANNOUNCEMENT OF NEXT MEETING

March 21, 2018, at 7:00 P.M. at the Public Safety Building was announced as the next regular Commission meeting time and location.

16. ADJOURNMENT

- **Motion:** Chick moved, Iaquinto supported, that the meeting be adjourned.
Motion carried 4—0 on a voice vote.

The meeting was adjourned at 7:33 P.M.

Prepared by Lisa Lemble.

Corrections to the originally issued minutes are indicated as follows:

Wording removed is ~~stricken through~~;

Wording added is underlined.

Adopted on _____, 2018.

Larry Roman, Chair

John Zarzecki, Secretary

Official minutes of all meetings are available on the Township's website at
<http://www.twp-northfield.org/government/>